

APPLICATION FOR GENERAL EMPLOYMENT



Human Resources
P.O. Box 429, Biloxi, MS 39533
Telephone (228) 435-6259
Fax (228) 435-6409
<http://biloxi.ms.us>

Please Print

Date of Application: _____ Social Security #: _____
MONTH / DAY / YEAR

Position Applying for:	First Choice	_____	_____
		TITLE	DEPARTMENT
	Second Choice	_____	_____
		TITLE	DEPARTMENT

Name: _____
LAST FIRST MI

Address: _____
NUMBER STREET
CITY STATE ZIP CODE

Home Phone: _____ Business Phone: _____

Where did you hear about this opening? Newspaper City web site In-house Posting Acquaintance

PERSONAL DATA

Are you 18 years of age or older? Yes No

Do you have a valid Driver's License? Yes No

If yes, from which state? _____ Driver's License # _____

Do you have any relatives who are employees of the City of Biloxi? Yes No

If yes, please list below:

Name	Relationship	Department

Have you ever been arrested, detained or charged with any crime, including traffic tickets but not parking tickets? Yes No If yes, complete the following, and add additional sheet if needed.

Date	Charge	Disposition	Details

EDUCATION

Circle highest grade completed 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18+	High School: (Name/Address) _____		Graduated or Equivalent (GED): <input type="checkbox"/> Yes <input type="checkbox"/> No Year Diploma Awarded: _____						
	Name/location of college or universities	Dates attended from to	Credit received QTR. HR SEM. HR		Major	Minor	Degree/ GPA	Date degree obtained	

List any school/college honors: _____

List any professional, trade, business, or civic activities and offices held. (You may exclude those that indicate race, religion, sex or national origin): _____

Special skills or training _____

MILITARY SERVICE

Are you a veteran of the U.S. military service? Yes No _____
STARTING DATE ENDING DATE

If yes, circle which branch: Army Air Force Navy Marines

Highest rank achieved: _____ Type of Discharge and Date: _____

Duties or training: _____

Are you now a member of the Reserves? Yes No What branch? _____

Active Inactive Area of training: _____

PREVIOUS RESIDENCES

List chronologically all your previous residences for the past five (5) years. If you need additional space, please attach another sheet.

Dates		Street Address	City	County	State	ZIP Code
From	To					

EMPLOYMENT HISTORY

List in order, beginning with your current or last employer, and describe duties performed. If you need additional space, please attach another sheet.

NAME OF CURRENT OR LAST EMPLOYER _____

TELEPHONE _____

STREET ADDRESS _____

JOB TITLE _____

CITY _____ STATE _____ ZIP _____

STARTING DATE _____ ENDING DATE _____

SALARY _____

NUMBER OF EMPLOYEES YOU SUPERVISED _____

NAME AND TITLE OF IMMEDIATE SUPERVISOR _____

May we contact your present employer? Yes No

Full Time Part Time

Reason for leaving: _____

Statement of duties: _____

NAME OF EMPLOYER _____

TELEPHONE _____

STREET ADDRESS _____

JOB TITLE _____

CITY _____ STATE _____ ZIP _____

STARTING DATE _____ ENDING DATE _____

SALARY _____

NUMBER OF EMPLOYEES YOU SUPERVISED _____

NAME AND TITLE OF IMMEDIATE SUPERVISOR _____

Full Time Part Time

Reason for leaving: _____

Statement of duties: _____

NAME OF EMPLOYER _____

TELEPHONE _____

STREET ADDRESS _____

JOB TITLE _____

CITY _____ STATE _____ ZIP _____

STARTING DATE _____ ENDING DATE _____

SALARY _____

NUMBER OF EMPLOYEES YOU SUPERVISED _____

NAME AND TITLE OF IMMEDIATE SUPERVISOR _____

Full Time Part Time

Reason for leaving: _____

Statement of duties: _____

NAME OF EMPLOYER _____

TELEPHONE _____

STREET ADDRESS _____

JOB TITLE _____

CITY _____ STATE _____ ZIP _____

STARTING DATE _____ ENDING DATE _____

SALARY _____

NUMBER OF EMPLOYEES YOU SUPERVISED _____

NAME AND TITLE OF IMMEDIATE SUPERVISOR _____

Full Time Part Time

Reason for leaving: _____

Statement of duties: _____

PERSONAL REFERENCES

Please exclude any former employers or relatives.

NAME _____

TELEPHONE _____

STREET ADDRESS _____

OCCUPATION _____

CITY _____ STATE _____ ZIP _____

RELATIONSHIP _____

NAME _____

TELEPHONE _____

STREET ADDRESS _____

OCCUPATION _____

CITY _____ STATE _____ ZIP _____

RELATIONSHIP _____

NAME _____

TELEPHONE _____

STREET ADDRESS _____

OCCUPATION _____

CITY _____ STATE _____ ZIP _____

RELATIONSHIP _____

CERTIFICATION

The City of Biloxi is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, creed, religion, or handicap.

I certify that all information provided on this application is true, complete, and correct to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume, or any other materials, or during any interviews, can be justification for refusal of employment, or in the event of employment, grounds for discharge. I also understand that this application will be kept on file for a period of one (1) year from the date it is received and it is my responsibility to notify Human Resources if any information changes during that time.

In consideration of my employment, I agree to comply with the policies, rules, regulations, and procedures of the City of Biloxi. The position for which I may be selected shall be evaluated for approximately one (1) year during which period, the position may be abolished or my employment may be terminated at the sole discretion of the Mayor. Notwithstanding the preceding sentence, the term of employment of all employees shall be in accord with all applicable laws, rules, and regulations.

For and in consideration of the acceptance and processing of my application for employment, I agree to hold the City of Biloxi, its agents, officers and employees harmless from any and all claims and liability associated with my application for employment or in any way connected with the decision whether or not to employ me with the City of Biloxi. I understand that should information of a serious criminal nature surface as a result of a background investigation, such information may be turned over to the proper authorities.

I understand that if the City of Biloxi makes a conditional offer of employment, I will be required to undergo a pre-employment physical examination, which includes drug/alcohol screening. I also understand and agree that, if employed I may be requested to submit to a drug/alcohol screening on a routine or neutral selection basis at any time following thirty (30) days after the City of Biloxi receives the results of such preemployment drug/alcohol tests. I understand that after my employment commences with the City of Biloxi I may be required to submit to drug/alcohol screening if there is a reasonable suspicion that I have utilized alcohol or controlled substances in a manner prohibited by the City of Biloxi's Employee Drug and Alcohol Testing Policy. I hereby consent to having the results of all drug and/or alcohol screening/testing disclosed to the City of Biloxi. I also understand that any refusal to consent to such screening/testing is justification for refusal of employment, or in the event of employment, grounds for discharge.

SIGNATURE OF APPLICANT _____

DATE _____

AUTHORIZATION FOR RELEASE OF INFORMATION



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To Whom it May Concern:

Having made application with the City of Biloxi for employment, and desiring them to be informed of my past record, whether it be financial, academic, military, employment, judicial, criminal, driving record or personal reference, I the undersigned, hereby authorize the release of all such information, privileged or otherwise, to the City of Biloxi and its representatives.

I hereby release all contributing parties of such information from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access and disclosure of records, and I waive these rights with the understanding that information furnished will be used by the City of Biloxi in conjunction with employment procedures.

A photocopy or fax copy of this release form will be valid as an original thereof, even though said photocopy or fax copy does not contain an original writing of my signature.

Print Name: _____
LAST FIRST MI

Signature: _____

Current Address: _____
STREET ADDRESS

CITY STATE ZIP

Date of Birth: _____
MONTH / DAY / YEAR

Social Security #: _____

Home Telephone: _____
(AREA CODE) NUMBER

Work Telephone: _____
(AREA CODE) NUMBER

OVERVIEW OF SALARY AND BENEFITS OFFERED

*Annual or Vacation Leave:

Annual Leave is earned and accumulated upon completion of one month of continuous service. Each full-time permanent and appointed employee of the City of Biloxi shall earn annual leave as follows:

1 month to 3 years	18 days per year
37 months to 8 years	21 days per year
97 months to 15 years	24 days per year
over 15 years	27 days per year

*Sick Leave

All full-time employees accumulate 6.5 hours of sick leave per month.

*Medical (including vision) and Dental Insurance paid for the employee and their dependents:

When an employee (working 30 hours a week or more) has satisfied three months of service, coverage will begin on the first day of the employee's fourth month.

*Life/AD&D Insurance (for an employee working 30 hours a week or more):

\$25,000.00 life insurance which includes Accidental Death and Dismemberment for employee, \$5,000.00 for spouse, and \$5,000.00 for children over six (6) months old.

*Up to 12 paid holidays per year if scheduled to work:

New Year's Day	Labor Day
Great American's Day	Veterans Day
Mardi Gras Day	Thanksgiving Day
Good Friday	Friday After Thanksgiving
Memorial Day	Christmas Eve
Fourth of July	Christmas Day

*Retirement (Public Employee's Retirement System of MS)

*Civil Service (Full-time employee)

*Tuition Assistance (Full-time employee)

*Educational Incentive Pay:

Full-time employees with at least one year of full-time service with the City may be entitled to education benefit pay, upon application on their one year anniversary date:

- 1) Associate Degree or the equivalent of at least 64 semester hours of credits. \$50.00/mo.
- 2) Bachelor's Degree \$100.00/mo.
- 3) Master's Degree \$150.00/mo.
- 4) Doctorate or Juris Doctorate Degree \$200.00/mo.

*Longevity Pay (Full-time)