



# CITY OF CULLMAN

HR Department, P.O. Box 278, Cullman, AL 35056-0278  
Phone: (256) 775-7125 | Fax: (256) 775-7122  
Email: cityhall@cullmanal.gov | Web: CullmanAL.gov  
Online Application: governmentjobs.com/careers/cullmanal

## APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Please enter the position for which you are applying: \_\_\_\_\_ Date of Application: \_\_\_\_\_

### APPLICANT INFORMATION

**Full Name:** \_\_\_\_\_  
*Last First M.I.*

**Address:** \_\_\_\_\_  
*Street Address Apartment/Unit #*  
\_\_\_\_\_  
*City State ZIP Code*

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**What's the best time to contact you about your application?** \_\_\_\_\_

**Date Available:** \_\_\_\_\_ **Desired Salary: \$** \_\_\_\_\_

**Are you a citizen of the United States?** YES  NO   
If no, are you authorized to work in the U.S.? YES  NO

**Have you ever worked for us?** YES  NO   
If yes: When? \_\_\_\_\_  
What department? \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

**Are you available to work:**  Full Time  Part Time

**Have you been convicted of a felony within the last 7 years?** YES  NO  *(Conviction will not necessarily disqualify you from employment.)*  
If yes, please explain: \_\_\_\_\_

**Do you have a valid Alabama driver license?**  Yes ( \_\_\_ non-CDL \_\_\_ CDL-B \_\_\_ CDL-A)  No

### EDUCATION

**High School:** \_\_\_\_\_ Address: \_\_\_\_\_  
Did you graduate? YES  NO  Diploma: \_\_\_\_\_

**College:** \_\_\_\_\_ Address: \_\_\_\_\_  
Did you graduate? YES  NO  Degree: \_\_\_\_\_

**Other:** \_\_\_\_\_ Address: \_\_\_\_\_  
Did you graduate/complete course? YES  NO

**Additional Education Information:**  
\_\_\_\_\_  
\_\_\_\_\_

List any foreign language(s) you can speak, read, and/or write: \_\_\_\_\_  Fluent  Good  Fair  
 \_\_\_\_\_  Fluent  Good  Fair  
 \_\_\_\_\_  Fluent  Good  Fair

**Please check all applicable skills:**

- Typing (WPM:\_\_\_\_)  Customer Service Experience  Written/Verbal Communication Skills  Organizational Skills  
 Ability to Work Under Pressure  Ability to Work Effectively with Others  Ability to Multitask  Leadership Skills  
 Effective Time Management Skills  Problem-Solving Skills  Adaptability  Fast Learner  
 Computer Skills: \_\_\_ Operating Systems (ex. Windows, MacOS...) \_\_\_ Word Processing (ex. Office, Google Docs...)  
 \_\_\_ Spreadsheets (ex. Excel, Google Sheets...) \_\_\_ Presentations (ex. PowerPoint, Google Slides...)  
 \_\_\_ Collaboration/Communication (ex. Outlook, Skype...) \_\_\_ Accounting (ex. QuickBooks...)  
 \_\_\_ Database (ex. Access, Oracle, SQL...) \_\_\_ Social Media (ex. Twitter, Facebook, Instagram...)  
 \_\_\_ Web (ex. HTML, CSS, Javascript, WordPress...) \_\_\_ Graphics (Photoshop, Adobe Illustrator, Corel Draw, etc.)  
 \_\_\_ IT Support (Network Support, Tech Diagnostics, etc.) \_\_\_ Other: \_\_\_\_\_

List all specialized or heavy equipment you can operate: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

List any other specialized training, apprenticeship, skills, qualifications, certifications, licenses, extracurricular activities, etc.:  
 \_\_\_\_\_  
 \_\_\_\_\_

**EMPLOYMENT EXPERIENCE** (Start with your most recent job.)

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Job Duties: \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Job Duties: \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Job Duties: \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Job Duties: \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

*If you need additional space, please continue on a separate sheet.*

List any professional, trade, business, or civic activities and offices held (you may exclude membership which would reveal race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or other legally protected status):

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### REFERENCES

Please list three professional references.

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

### APPLICANT'S CERTIFICATION & SIGNATURE

*By signing below, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or dismissing me after I begin work. I further certify that I have read the job description associated with the position for which I am applying, and that I can perform the job duties described therein. I understand that I will have to produce documentation verifying my identity and employment eligibility in the United States. I understand that the City of Cullman may contact prior employers and other references, and herein authorize the City of Cullman to conduct a criminal history background and license check on me at any time prior to and during my employment. I further understand that any offer of employment is contingent upon my ability to pass a valid drug screen.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_