



City of Grovetown

103 Old Wrightsboro Road
P.O. Box 120
Grovetown, GA 30813
(706) 863-4576



Notice Regarding Employment with the City of Grovetown - Please read this prior to completing the application.

Job applicants must complete all questions on the City of Grovetown employment application. Applicants must clearly state the position for which they are applying and sign the application.

Incomplete applications will not be accepted. Applications may only be submitted for present job openings within the City.

Submission of a job application does not guarantee an interview. A job application is not a job offer. If selected for an interview, the applicant should be on time and dressed in appropriate attire. Making false statements on the application may be grounds for not hiring or for firing an employee after they are hired.

If selected as the successful candidate a conditional job offer will be made and a complete background check, drug test, and reference check will be performed. A GED or high school diploma is the minimum education requirement. Some jobs may require more education and/or certifications/licenses. GED's must be from a state certified program. On-line GED's are not acceptable. All these conditions must be met in order to obtain employment.

The City of Grovetown is an equal opportunity employer and provider and does not discriminate based on race, creed, color, sex, sexual orientation, or national origin, or individual with disabilities. The City of Grovetown abides by the ADA.

If you need additional space for requested/required information, please use additional paper and attach it to this application packet. All information (i.e. résumés/CV's, transcripts, etc.) submitted with this application packet will become part of this application packet and subject to all conditions of this application packet. Applications will be kept on file for a period of six (6) months. Applicants must submit an application packet for each open job for which they wish to be considered.

If you have any questions, please contact David D. Toulson, Human Resources Director at 706- 396-2086 or email to dtoulson@cityofgrovetown.com.

CITY OF GROVETOWN, GA.

Application for Employment Packet

Name of Applicant: _____

Address: _____

City _____ State _____ Zip _____

Phone No. _____ Date of application: _____

Position Applied for: _____

Are you a US Citizen? _____ If no, explain _____

Do you possess a valid state driver's license? _____

Have you been previously employed by the City? _____

Are you related to anyone who works for the City? If so, explain: _____

What hours are you available for work: _____

Military Service: _____ Dates _____ Discharge Type _____

Employment History: Start with the most recent

Use additional sheet if necessary for employment information.

Employer Name: _____

Address: _____ Phone _____

Job title: _____ Duties: _____

Reason for leaving: _____ Dates Worked: _____

(must give detailed reason) Present salary: \$ _____ per _____

Employer Name: _____

Address: _____ Phone _____

Job title: _____ Duties: _____

Reason for leaving: _____ Dates Worked: _____

(must give detailed reason) Present salary: \$ _____ per _____

Employer Name: _____
Address: _____ Phone _____
Job title: _____ Duties: _____
Reason for leaving: _____ Dates Worked: _____
(must give detailed reason) Present salary: \$ _____ per _____

Employer Name: _____
Address: _____ Phone _____
Job title: _____ Duties: _____
Reason for leaving: _____ Dates Worked: _____
(must give detailed reason) Present salary: \$ _____ per _____

Education

High School Name: _____
Years attended: _____ Year Graduated _____
Address: _____ Phone _____
College or Tech School: _____
Address _____ Phone _____
Degree obtained _____ Year Graduated _____
List any special skills, abilities or certifications: _____

Personal References:

Name	Address	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____



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Signature, Certification, and Release Consent Information

You must sign this Application Packet

- Any false and/or misleading statement of any part of this application packet may be grounds for not hiring or firing you after you begin work.
- By signing this application packet, certification, and release, I am authorizing the City of Grovetown to conduct a criminal background check and complete driver's history on me as the applicant.
- By signing this application packet, certification, and release, I hereby consenting to the release of information about my ability and fitness for City Employment by employers, schools, law enforcement agencies, and other individuals or organizations to investigators and/or authorized employees of/for the City of Grovetown.
- By signing this statement, I am authorizing a review and full disclosure of all records concerning myself to the City of Grovetown, whether the said records are of a public, private, or confidential nature. This includes but is not limited to background reports, polygraph records and charts, efficiency ratings, complaints, and grievances filed by or against me.

Applicant's Signature: _____

Printed Name: _____

Date: _____

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