

Date Rec'd by HR	Date & Method of Test Notification, if Applicable	Date Sent to CS, if Applicable	Date Sent to Dept, if Applicable
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This header is for HR use only. Do not mark above this line.

City of Ocean Springs Employment Application



- Read carefully and follow all instructions. Failure to follow instructions may result in disqualification.
- PRINT all information neatly and legibly using black or dark blue ink, or type.
- Completion of the Employment Application is required, even if you include your resume.
- Submit your Application(s) directly to the Human Resources Department. See contact information on Page Four.
- If a deadline is posted, it applies to when the Application is **received** by the Human Resources Department, not the date mailed, completed, or submitted to any department other than Human Resources. Applications received by Human Resources after the deadline, regardless of postmark, will be kept on file for one year for eligibility for future openings of that position/test, but will not be eligible for the current position/test.

Your Name and Contact Information

The City may use any contact method below; check your mail and messages regularly. Notify Human Resources of any changes.

Last Name		First Name	Middle Initial
Cell Phone	Other Phone	Email Address	
Mailing Address, including Apt or Lot # if Applicable		City	State Zip

Choose One Position or Job per Application

Complete separate Applications if you wish to apply for more than one position: **one Application = one position**. If specific job is not listed, check 'Other' and list the specific job. Do NOT write 'Any' and do not leave blank. (*requires testing)

<input type="checkbox"/> Police Officer*	<input type="checkbox"/> General Service Officer (Corrections)*	<input type="checkbox"/> Firefighter*	<input type="checkbox"/> Dispatcher*	<input type="checkbox"/> Clerical*
<input type="checkbox"/> Public Works	<input type="checkbox"/> Parks Maintenance	<input type="checkbox"/> Other - Specify:		

Additional Information

Are you at least 18 years old? Yes No NOTE: Police Officer candidates must be 21 years or older.

Are you a citizen of the United States? Yes No
 Are you legally eligible to work in the United States? Yes No
 Can you provide evidence, if hired, of your work eligibility? Yes No

Do you have a valid driver's license? Yes No

If Yes, License Number	State	Exp Date	Class/Endorsements (Reg, CDL)
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Have you ever been convicted of a crime or pleaded 'no contest' to a crime? Yes No
 NOTE: A conviction does not necessarily disqualify one for employment.

If Yes, What Charge(s)?	Year	City & State	Status/Result
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Felony Misdemeanor (including DUI or DWI, but not including minor traffic violations)

Have you ever been employed by the City of Ocean Springs? Yes No

If Yes, Department	Year Started	Year Ended
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Employment History

Start with current or most recent job and list all employment (including FT, PT, temporary, and any periods of unemployment) for the last 10 years, at a minimum. Print and attach extra page(s) if needed. Complete all sections of this form; you may attach your résumé to provide more detail. Do not leave any blanks.

May we contact your current or most recent employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Employer/Company Name	Month & Year Started	Month & Year Ended	Reason for Leaving
Type of Business	Location of Business (City & State)		Salary/Pay Rate \$ <input type="checkbox"/> Per Hour <input type="checkbox"/> Per Year
Your Job/Position Title	Your Primary Job Duties		
Total # Months in This Job/Position	Supervisor Name		Supervisor Phone Number

Employer/Company Name			
Month & Year Started	Month & Year Ended	Reason for Leaving	
Type of Business	Location of Business (City & State)		Salary/Pay Rate \$ <input type="checkbox"/> Per Hour <input type="checkbox"/> Per Year
Your Job/Position Title	Your Primary Job Duties		
Total # Months in This Job/Position	Supervisor Name		Supervisor Phone Number

Employer/Company Name			
Month & Year Started	Month & Year Ended	Reason for Leaving	
Type of Business	Location of Business (City & State)		Salary/Pay Rate \$ <input type="checkbox"/> Per Hour <input type="checkbox"/> Per Year
Your Job/Position Title	Your Primary Job Duties		
Total # Months in This Job/Position	Supervisor Name		Supervisor Phone Number

Education and Training

List your high school, GED, and formal education beyond high school. Print and attach extra page if needed.

Name of High School	City & State	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No GED Completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Name of University or College	City & State	Degree Completed? <input type="checkbox"/> Yes <input type="checkbox"/> No Currently Attend? <input type="checkbox"/> Yes <input type="checkbox"/> No
Major or Emphasis	GPA	Only If Completed, Degree Type (AS, BBA, MS, etc)

List any additional training, licenses, and/or skills that you feel are relevant to the job for which you are applying.

References

Do NOT list anyone related to you. Do NOT list any elected official of the City of Ocean Springs. List three persons you have known for at least one year. Provide current contact information.

Name	Phone Number	City & State	# of Years Known
Name	Phone Number	City & State	# of Years Known
Name	Phone Number	City & State	# of Years Known

How Did You Learn of this Position?

<input type="checkbox"/> City Website	<input type="checkbox"/> Walk-In	<input type="checkbox"/> Other:
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Equal Opportunity

The City of Ocean Springs encourages Employment Applications from qualified candidates without regard to race, color, sex, age, disability status, marital status, national origin, ancestry, political affiliation or beliefs, religious affiliation or beliefs, or any other legally protected status.

Applicant’s Statement and Certification

Read carefully before signing.

- I understand that this Application is valid for 12 months for the position selected on Page One. I also understand that this Application, any attachments, and test papers become the property of the City of Ocean Springs (the City) upon submission and will not be returned to me, the applicant.
- I understand that possession of the minimum qualifications does not ensure that I will be invited to the next phase of the process. Likewise, I understand that completing and passing City testing (if applicable) does not guarantee that I will receive an interview or an offer of employment.
- I understand that I must bring and show valid government-issued photo ID for positive identification for employment testing.
- I understand that hiring and compensation decisions are contingent upon approval of the City of Ocean Springs Board of Aldermen.
- I understand that, per Civil Service Rule 20, any person employed by the City of Ocean Springs shall reside within a 50-mile radius of the City of Ocean Springs within the first six months of employment.
- I understand that, per Miss. Code Ann. 21-31-15 (2011), all applicants for a position of any kind under civil service must be a citizen of the United States and an elector of the county in which he/she resides.
- I understand that the City of Ocean Springs is a Drug-Free Workplace, and that the City requires post-offer drug/alcohol testing prior to employment, and conducts post-accident, reasonable suspicion, and random drug/alcohol testing during employment.
- I understand that the City of Ocean Springs participates in the Department of Homeland Security E-Verify program and that, upon hire, all new employees must verify identity and entitlement to work in the United States by providing required original documentation. I understand that my identity and employment eligibility will be verified if I am offered and accept employment.
- I understand that all employees are hired as probationary ‘at-will’ employees, meaning that employment may be terminated at any time with or without cause; that employees on new-hire probation are not covered by civil service; and that successful completion of the new-hire probationary period by a full-time employee results in civil service status, but does not guarantee continuation of employment. I also understand that part-time and temporary positions are always ‘at-will’ and do not obtain civil service status.
- I understand that if I am offered and accept employment with the City, then I am required to abide by the rules and regulations of the City of Ocean Springs.
- I certify that the answers given by me in this Application and any attachments are true and complete to the best of my knowledge and belief. I understand that any misstatement or omission of fact in this Application or in any document used to obtain employment may result in rejection of this Application, removal from any employment list, disqualification from future consideration for employment, and/or immediate termination of employment, regardless of the time elapsed before discovery of the misstatement or omission.
- I understand that all answers and information are subject to investigation and verification.
- I acknowledge that I have read and understand this statement and the instructions throughout this Application.

Signature of Applicant	Printed Name of Applicant	Date of Signature
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Authorization for Inquiry and Release of Information

Having made application for employment with the City of Ocean Springs, I hereby authorize the City to research and make inquiry of my history and records including financial, academic, military, employment, judicial, criminal, driving record, personal references, and/or online social networking pages. I further authorize the release of all such information to the City, and I agree that such organizations, persons, and others shall not be held liable for such information or damages that may result from furnishing the information requested. I understand my rights under 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 Ocean Springs for the application and employment process.

This Authorization will be valid whether as an original, a photocopy, or a fax copy, and remains valid for one year after I sign. Upon request, a copy of this signed Authorization may be furnished to the school, present or former employer, present or former landlord, criminal justice agency, or other persons and organizations asked to provide information.

Last Name		First Name		Middle Initial
Social Security #	Cell Phone		Other Phone	
Current Mailing Address, including Apt or Lot # if Applicable		City	State	Zip
Physical Address, if Different from Mailing Address		City	State	Zip
Previous Address, if Less than Two Years at Current Address		City	State	Zip
Drivers License Number			State	Exp Date

Have You Ever Worked or Attended School Under Any Other Name? <input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, What Name(s)

Signature of Applicant	Date of Signature
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Human Resources Contact Information and How to Submit Your Employment Application

Please contact us if you have any questions or need assistance with the Application.

Submit your completed, four-page Employment Application and any attachments directly to the Human Resources Department by mail, by fax, via email, or in person using the information below. Online completion is not available. A separate Application must be completed and submitted for each position you wish to apply for.

MAILING ADDRESS City of Ocean Springs Human Resources Dept PO Box 1800 Ocean Springs, MS 39566-1800	PHYSICAL ADDRESS Ocean Springs City Hall 1018 Porter Avenue Ocean Springs, Mississippi	EMAIL hr@oceansprings-ms.gov	PHONE (228) 872-3338
		WEB http://ci.ocean-springs.ms.us/employment/	FAX (228) 872-0430

We encourage you to check our Employment Opportunities webpage regularly. Applications are accepted even if no vacancies exist.

Thank you for your interest in employment with the City of Ocean Springs.