



CITY OF GROVETOWN

103 Old Wrightsboro Road
P. O. Box 120
GROVETOWN, GEORGIA 30813



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 they are applying for 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. 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 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 have any questions, please contact Elaine Matthews, Human Resources Manager at 706-396-2087 or email to ematthews@cityofgrovetown.com

Effective 05/01/2018



CITY OF GROVETOWN

103 Old Wrightsboro Road
P. O. Box 120
GROVETOWN, GEORGIA 30813



Application for Employment

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 _____

The City of Grovetown is an Equal Opportunity Employer and Provider

TDD/TTY # 711

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
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature, Certification and Release Consent Information

You must sign this application

- Any false statement of any part of this application may be grounds for not hiring or firing you after you begin work
- By signing this application you are authorizing the City of Grovetown to conduct a criminal background check and complete driver's history on the applicant
- By signing this application, 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 for authorized employees of 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 background reports, polygraph records and charts, efficiency ratings, complaints and grievances filed by or against me.

Applicant's signature; _____

Printed Name: _____

(The City of Grovetown is an equal opportunity employer and does not discriminate due to race, creed, color, religious affiliation, sex, sexual orientation or ethnic background. Submission of an application does not constitute a job offer and does not guarantee an interview).

Updated 05/01/2018