



*City of Riverside*  
**APPLICATION FOR EMPLOYMENT**

The City of Riverside considers all applicants for employment without regard to race, color, religion, sex, national origin, age, disability or status as a Vietnam-era or special disabled veteran in accordance with federal law. In addition, the City of Riverside complies with applicable state and local laws prohibiting discrimination in employment in every jurisdiction in which it maintains facilities. The City of Riverside also provides reasonable accommodations to individuals with a disability in accordance with applicable laws.

**Position Applying for:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name** \_\_\_\_\_ **Phone Number** \_\_\_\_\_

**Email** \_\_\_\_\_ **Cell Number** \_\_\_\_\_

**Street Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Date Available for work:** \_\_\_\_\_ **Have you previously been employed by the City?** **Yes** **No**  
If yes, when? \_\_\_\_\_ Position held: \_\_\_\_\_

**Is there anything that would prevent you from performing the activities involved in the position for which you have applied in a reasonable and safe manner?** **Yes** **No**  
If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

**Have you ever been convicted or pled guilty to a crime (excluding traffic violations)?\*** **yes** **no.**  
If yes, state the nature of offense, when, where and disposition: \_\_\_\_\_  
\_\_\_\_\_

**Have you ever been convicted or pled guilty to a felony?** **yes** **no**  
If yes, state the nature of offense, when, where and disposition: \_\_\_\_\_

**Are you presently on probation?** **yes** **no**  
If yes, state the terms of such probation: \_\_\_\_\_

\*A conviction record will not necessarily be a bar to employment. This information will be used only for job-related purposes and only to extent permitted by applicable law.

**Are you now or have you been a member in any organization which advocates the overthrow of the government of the United States by force or violence.** **yes** **no**

**Do you have the legal right to work and remain in the United States?\*\*** **yes** **no**  
\*\*Federal laws require that employers hire only individuals who are authorized to be lawfully employed in the United States. In compliance with such laws, the City of Riverside will verify the status of every individual offered employment with the City. In this connection, all offers of employment are subject to verification of the applicant's identity and employment authorization, and it will be necessary for you to submit such documents as required by law to verify your identity and employment authorizations.

**Do you have a valid and current drivers license?** **yes** **no**  
If no, why? \_\_\_\_\_

**Do you have a valid and current Commercial Drivers License (CDL)?** ☐ **yes** ☐ **no**  
If yes, list type of CDL \_\_\_\_\_

**Name(s) of any relative(s) in the employ of the City of Riverside:** \_\_\_\_\_  
\_\_\_\_\_

## RECORD OF EDUCATION

NAME AND ADDRESS OF SCHOOL	COURSE OF STUDY	NUMBER OF YEARS COMPLETED	DID YOU GRADUATE?	DIPLOMA OR DEGREE

List all qualifications you have relevant to this position (Including special training, office equipment, software):

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## PRIOR WORK HISTORY

(List in order with current or last employer first)

### EMPLOYER 1:

Dates From - To	Name, Address, Telephone	Rate of Pay	Supervisor's Name	Reason for Leaving

May we contact this employer?    yes    no

Describe in detail the work you performed: \_\_\_\_\_

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### EMPLOYER 2:

Dates From - To	Name, Address, Telephone	Rate of Pay	Supervisor's Name	Reason for Leaving

May we contact this employer?    yes    no

Describe in detail the work you performed: \_\_\_\_\_

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**EMPLOYER 3:**

Dates From - To	Name, Address, Telephone	Rate of Pay	Supervisor's Name	Reason for Leaving

May we contact this employer? yes no

Describe in detail the work you performed: \_\_\_\_\_

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**PERSONAL REFERENCES** *(excluding relatives)*

Name	Address	Telephone Number	Years Known

**Emergency Contact Information:**

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**READ CAREFULLY BEFORE SIGNING BELOW**

I understand and voluntarily agree that:

1. The information that I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume, or any other material or during any interviews can be justification for refusal of employment or termination of my employment.
2. Any offer of employment received from the City of Riverside is contingent upon my successful completion of the City's total pre-employment screening process, including the receiving of satisfactory references and my satisfactory completion of any post-job offer/pre-employment physical examination that the City may require.
3. As a condition of employment, I shall be required to undergo and successfully pass a screening for alcohol and/or drugs. I also understand and agree that, if employed, I shall be required to submit to alcohol and/or drug screening at any time.
4. In processing my application for employment, the City of Riverside may verify all the information provided by me or may procure or have prepare a background report for this purpose concerning, among other things, my prior employment, military record, education, character, general reputation, personal characteristics, criminal record and mode of living. I understand that upon written request to the City of Riverside, I will be informed of whether a background report was requested and given full information as to the nature and scope of this investigation.
5. I authorize and request that all of my present and former employers and those individuals I have listed as personal references furnish information about my employment record, including a statement of the reason for the termination of my employment, work performance, abilities and other qualities pertinent to my qualifications for employment, and I do hereby release them from any and all liability for damages arising from furnishing the requested information.
6. In consideration of my employment, I agree to comply with the policies, rules and procedures of the City of Riverside and understand that my employment with the City is voluntarily entered into and that I am free to resign at resign at any time with or without cause. I understand that I will serve a probationary period of one year from the date of such employment, and during such probationary period, my employment may be terminated without recourse to a due process hearing or to the appeal process. I further understand that no representative of the City of Riverside has the authority to enter into an employment agreement with me except elected or appointed officials of the City of Riverside who have the authority to hire, employ and dismiss employees.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Scan / Save and email to:

[info@riverside-al.com](mailto:info@riverside-al.com)

OR

Print and mail to: City of Riverside - Human Resources

379 Depot Street  
Riverside, AL 35135