



# City of Moody Employment Application

[www.moodyalabama.gov](http://www.moodyalabama.gov)

We are an Equal Opportunity Employer and fully subscribe to the principles of Equal Employment Opportunity. Applicants and/or employees are considered for hire, promotion, and job status, without regard to race, color, religion, creed, sex, marital status, national origin, age, physical or mental disability.

Position(s) Applied for \_\_\_\_\_ Date of Application \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_ Social Security No. \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

## 1. GENERAL INFORMATION

Are you able to perform the essential job functions of the position for which you are applying with or without reasonable accommodation?  Yes  No

If you are under 18 years of age, can you provide required proof of your eligibility?  Yes  No

Have you applied with us before?  Yes  No If yes, give date: \_\_\_\_\_

Do you have friends or relatives currently employed with the City of Moody?  Yes  No

Name(s) \_\_\_\_\_

Are you legally eligible for employment in the United States? *\*If offered employment, documentation is required to be provided of eligibility and must comply with E-Verify and all Alabama immigration laws.*  Yes  No

Date available to work: \_\_\_/\_\_\_/\_\_\_\_\_ Desired pay range: \_\_\_\_\_

### Shifts available to work:

Full Time Shift 1 2 3

Part Time Mornings Afternoons Evenings

Temporary Dates available: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Are you available to travel if the job you are applying for requires it?  Yes  No





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**6. APPLICANT'S STATEMENT**

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and understand that any misstatement or omission of information may result in denial of employment or discharge.

I authorize a background investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I authorize persons, schools, current and former employers, and other organizations and agencies to provide the City with all information that may be requested. I hereby release the City, persons, and agencies providing and retaining such information from any and all claims and damages connected with their release of any requested information.

I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the employee may resign at any time and the City of Moody may discharge employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by authorized personnel of the City.

I understand that depending upon the position for which I am applying, I may be required to submit to and pass a drug test as a condition precedent of employment. If required by the City, I hereby consent to the drug test at a facility of the City's selection and consent to and authorize the testing facility and the applicable employees / agents thereof to provide the results of said test to the City.

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Signature of Applicant

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Date

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**OFFICE USE ONLY**

Arrange Interview  Yes  No

Notes

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Interviewer \_\_\_\_\_

Date \_\_\_\_\_

Employed  Yes  No      Date of Employment \_\_\_\_/\_\_\_\_/\_\_\_\_

Job Title \_\_\_\_\_ Pay Rate \_\_\_\_\_ Department \_\_\_\_\_

Authorized by \_\_\_\_\_

Date \_\_\_\_\_