

**CITY OF TWO RIVERS  
APPLICATION FOR EMPLOYMENT**

**To Applicants:** We appreciate your interest in our organization and assure you that we are sincerely interested in you. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications.

**APPLICANT INFORMATION**

Last Name	First	Middle	Date of Application
Address			Telephone No. <i>(Include Area Code)</i>
City	State	Zip	Cell Phone No. <i>(Include Area Code)</i>
Are you related to anyone in our employ? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please state name and relationship (include in-laws):			
Have you ever been convicted of any felony violation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe:			
<i>(Conviction of a crime does not automatically disqualify you from employment)</i>			

Please Provide your E-Mail Address:

**INSTRUCTIONS:**

If you need help to fill out this application form or for any phase of the employment process, please notify the person that gave you this form and every effort will be made to accommodate your needs in a reasonable amount of time.

1. Please thoroughly read all statements contained in this Application form.
2. Complete all pages of this form completely and accurately.
3. Print clearly. **Incomplete or illegible applications will not be processed.**
4. Do not fill out any other attached forms unless and until instructed.
5. You may attach additional sheets to the application to further explain or expand on your answers to the questions.
6. If you wish, you may attach your resume to this **completed** application.

**APPLICANT NOTE:**

This application form is intended for use in evaluating your qualifications for employment. This is not an employment contract. False or misleading statements during the interview and on this form are grounds for terminating the application process or, if discovered after employment, terminating employment. This application applies only to the position specified. It is considered inactive after 90 days. If at any time after this point you wish to be considered for employment with the City, another application will have to be completed.

**EEO STATEMENT**

We are an Equal Employment Opportunity employer, and do not discriminate in our hiring or employment practices. All qualified applicants will receive consideration without regard to race, color, creed, religion, national origin, age, disability, sex, or any other characteristic protected by State or Federal law.

## EMPLOYMENT INFORMATION

<b>Position Applied For:</b> Full-Time   Part-Time   Seasonal   (Circle One)	<b>Date you can start</b>	<b>Salary/Hourly Rate desired</b>
Are you employed now? <input type="checkbox"/> Yes <input type="checkbox"/> No	Would you accept temporary work? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you worked here before? If yes, date/dept
<input type="checkbox"/> Yes <input type="checkbox"/> No   Have you received a job description or had the requirements of the job explained to you? <input type="checkbox"/> Yes <input type="checkbox"/> No   Do you understand these requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No   Can you perform the requirements of this job with or without reasonable accommodations?		

## EDUCATION INFORMATION

School	Name of School/City & State	Check No. of Years Completed	List Diploma or Degree	Course of Study
High		1 2 3 4		
College		1 2 3 4		
Other (Specify)		1 2 3 4		

Special Training: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State of Registration: \_\_\_\_\_ If commercial driver's license is required, list classification held and attach up to ten year employment history, if worked ten or more years. Have you ever been convicted of driving under the influence of alcohol or controlled substances?    Yes    No. If yes, provide date, where arrested, and under what circumstances. \_\_\_\_\_

## EMPLOYMENT WORK HISTORY

**(List Employers for the Past Ten Years - Last or Present Employer, First – Attach Additional Sheets if Necessary)**

Name of Employer	Present		2.		3.	
	From	To	From	To	From	To
<b>Address</b>						
<b>Telephone</b>						
<b>Employment Dates</b>	From	To	From	To	From	To
<b>Salary</b>	Start	Finish	Start	Finish	Start	Finish
<b>Exact Title of Your Position</b>						
<b>Name/Title of Immediate Supervisor Immediate Supervisor</b>						
<b>Describe Your Duties</b>						
<b>Reason for Leaving</b>						

**REFERENCES**  
**(Do Not Include Relatives)**

Name & Occupation	Address/Phone	Years Known/Relationship

**APPLICANT'S CERTIFICATION AND AUTHORIZATION**

**CERTIFICATION**

I certify the answers given by me to the foregoing questions and any statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions, or misrepresentations of facts regarding information called for in this application may result in rejection of my application, or discharge at any time during my employment. I also agree that, if City policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment. I understand that if I am hired, my employment shall be "at-will," and that either the City or I can choose to terminate the employment relationship for any reason, or no reason at all, with or without notice.

**AUTHORIZATION**

I understand that background, drug, or medical testing may be conducted on me as part of the process to determine my fitness for employment, and hereby agree to submit to such testing. I authorize all persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities to release any information concerning my background or test results, and hereby release any said persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities from any liability for any damage whatsoever for issuing this information.

Applicants' Full Name

(PLEASE PRINT)

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Dated

## EMPLOYMENT DATA RECORD

Employees are treated during employment without regard to race, color religion, sex, national origin, marital or veteran status, medical condition or handicap, or any other legally protected status.

As an employer with an Affirmative Action Program, we comply with government regulations, including Affirmative Action responsibilities where they apply.

The purpose for this Data Record is to comply with government record keeping, reporting, and other legal requirements. Periodic reports are made to the government on the following information. The completion of this Data Record is optional. If you choose to volunteer the requested information, please note that all Data Records are kept in a Confidential File and are not a part of your Application for Employment or personnel file.

**PLEASE NOTE: YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.**

### VOLUNTARY SURVEY

(Please print)

Date: \_\_\_\_\_

Government agencies at times require periodic reports on the sex, ethnicity, handicap, veteran, and other protected status of employees. This data is for statistical analysis with respect to the success of the Affirmative Action program. **SUBMISSION OF THIS INFORMATION IS VOLUNTARY.**

Name		
Address		
City	State	Zip

**Complete Only The Sections Below That Have Been Checked:**

x	Current Job
x	(Check One) <input type="checkbox"/> Male <input type="checkbox"/> Female
x	Check one of the following: (Ethnic Origin) <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Black <input type="checkbox"/> Other <input type="checkbox"/> Asian/Pacific Islander
x	Check if any of the following are applicable <input type="checkbox"/> Vietnam Era Veteran <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Handicapped Individual
x	Birthdate

#### FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Applied For Is Open                      Yes                      No

Positions(s) Considered For:

Other: \_\_\_\_\_