

CITY OF HOLBROOK -- EMPLOYMENT APPLICATION

Directions:

Read the recruitment bulletin or job description before completing this application—request a copy if not provided. Answer all questions completely including any supplemental forms. Type or print neatly in black ink. Sign this application and all other forms. **Any omission, misstatement, or falsification may be cause for rejection of this application, removal of your name from an eligibility list, or discharge from City Service.**

1. Position Applying For: _____ Code _____

2. Name: Last _____, First _____ M.I. _____

3. Social Security Number: _____

4. Mailing Address: _____
Street Address City State Zip Code

5. Phone Number: _____
HOME WORK CELL

6. Driver's License (Number, State, Class): _____

7. Are you a U.S. Citizen or a non-U.S. Citizen
Citizen authorized to work in the United States? YES NO

8. Have you ever worked for the City of Holbrook? YES NO

9. To assist us with verifying previous work experience and/or education, please list other names you have gone by?

10. Are you claiming Civil Service Preference for Veteran's under ARS 38-492:

- As a qualified or disabled veteran? Yes No *If yes, you must submit Form DD214, or certification from the Veteran's Administration*
- As a spouse of an eligible veteran pursuant to ARS 38-492(D)? Yes No. *If yes, you must submit Form DD214, or certification from the Veteran's Administration*

DO NOT WRITE BELOW THIS LINE. FOR OFFICE USE ONLY

Date received:

By: _____

Revised November 3, 2008

19. Past Employment and Military Record: Begin with your most recent position. List all jobs, paid or volunteer, for at least the past ten years.

You may make copies and use as many of these sheets as are necessary to continue your employment history

Previous Employment			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

Military Service	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

11. Do you have a High School Diploma or G.E.D?

YES NO

12. Education from an Accredited College/University

Name of College	Major/Course of Study	Type of Degree	Degree Completed?	Credit Hours

13. Trade and/or Technical Schools

Trade/Technical School	Subject Studied	Type of Degree	Degree Completed?	Credit Hours

14. Professional Registration(s), License(s), and /or Certification(s) you possess that relate to this position:

Type of Professional Registration, License, and/or certification	License Number (if applicable)	Date Received	Expiration Date (if applicable)

15. Special Training that relates to this position:

16. List computer software program(s) with which you are proficient in operating that relate to this position:

17. List equipment with which you are proficient in operating that relates to this position:

18. May we contact your current employer if you are considered for hire/promotion? Yes No
If you answered No, please explain why. _____

20. Have you ever been requested or forced to resign from a position for misconduct or unsatisfactory service? Yes No If yes, please explain:

21. Have you ever been convicted of a misdemeanor or felony (other than minor/civil traffic offenses), placed on probation, fined or given a suspended sentence (including military trial convictions)? Yes No. If yes, provide charges, dates and locations:

Convictions will not automatically bar an applicant from employment for City jobs. The relationship of the conviction to the job, as well as its severity, the passage of time, and subsequent job performance will all be considered.

Disclaimer and Signature	
I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that any false or misleading information in my application or any information omitted may result in rejection of my application or discharge from City Service. In addition, I authorize the City to conduct all background checks necessary to verify the information contained in this application. I authorize any individual, company organization, or institution to release any and all information concerning statements made by me on this application, and I do hereby release all parties and individuals connected therewith from all liability for any damages whatsoever incurred in furnishing such information.	
Signature	Date
The City of Holbrook is an Equal Employment Employer It is illegal to discriminate against any person because of race, color, religion, sex handicap, familial status or national origin.	