Application for Employment - Town of Clarkdale, Arizona

P. O. Box 308/39 N. Ninth Street, Clarkdale, AZ 86324
(928) 639-2400 Fax: (928) 639-2409
www.clarkdale.az.gov

The Town of Clarkdale is an equal opportunity employer. We consider applicants for all positions without regard to age, color, creed, disability, gender, national origin, marital status, race, religion, genetics or any other legally protected status.

NOTE: In order to apply a completed application must be provided to the Town of Clarkdale, Human Resources Dept., 39 N. Ninth Street, Clarkdale, AZ 86324; mailed to same at PO Box 308, Clarkdale, AZ 86324; faxed to 928-639-2459 or emailed to Human.Resources@clarkdale.az.gov. **While a resume is encouraged, it will not be accepted in lieu of a fully completed application.** A separate Town of Clarkdale application is required for each position applied for. Applications which are incomplete, unsigned or include photocopied or electronic signatures, will not be accepted. The Town of Clarkdale only accepts applications for posted positions.

PLEASE PRINT CLEARLY IN INK OR TYPE

Date of Application _____ Position applied for_____

How did you learn about us? ☐ Town website ☐ Newspaper ☐ Other:_____

_____
Your Last Name First Name Middle Initial

_____
Mailing Address

_____
Physical Address (if different than mailing address)

_____
Primary Telephone Contact Number 2nd Telephone Number Email

Have you previously been employed by the Town of Clarkdale? ☐ Yes ☐ No
If yes, provide date(s) and title(s) held:_____

Are you legally eligible to work in the United States? ☐ Yes ☐ No
(Proof of U.S. Citizenship or immigration status will be required upon employment.)

Do you have a current, valid driver's license? ☐ Yes ☐ No
If so, in which state:_____

Are you employed now? ☐ Yes ☐ No. If yes, where? _____

During your employment history have you ever been placed on probation or suspension due to misconduct or unsatisfactory performance, or have you ever been terminated or forced to resign due to misconduct or unsatisfactory performance? ☐ Yes ☐ No If yes, please explain: _____

_____

_____

On what date would you be available for work? _____

Are you available to work: ☐ full time ☐ part time ☐ shift ☐ temporary

Do you have any criminal convictions? ☐ Yes ☐ No (Conviction will not necessarily disqualify an applicant from employment.) If yes, please explain: _____

_____

EDUCATION HISTORY High School, College, University, Technical or Trade School

School Name	Location: City & State	Course of Study	Years Completed	Type of Degree
				High School Grad? ☐ Yes ☐ No

If you need space for additional information, please continue on a separate sheet of paper.

EMPLOYMENT HISTORY

Provide your complete employment history for at least the past ten (10) years, beginning with your current or most recent employer. Include military service assignments, part-time summer and/or volunteer activities. Do not refer any information to a resume.

Current Employer	**Dates Employed**		**Contact for employment verification**		
Employer Name: Telephone: Address: Job Title:	From: To:		Name: Telephone:		
	Starting Salary		**Final Salary**		May we contact this current employer? ☐ Yes ☐ No
	$	___ Hourly ___ Weekly ___ Monthly	$	___ Hourly ___ Weekly ___ Monthly	
Reason for leaving:					
Summarize your job responsibilities: _____ _____ _____ _____ _____ _____ _____					

Previous Employer	Dates Employed		Contact for employment verification		
Employer Name: Telephone: Address: Job Title:	From: To:		Name: Telephone:		
	Starting Salary		Final Salary		May we contact this prior employer? ☐ Yes ☐ No
	$	___ Hourly ___ Weekly ___ Monthly	$	___ Hourly ___ Weekly ___ Monthly	
Reason for leaving:					
Summarize your job responsibilities: _____ _____ _____ _____					

Previous Employer	Dates Employed		Contact for employment verification		
Employer Name: Telephone: Address: Job Title:	From: To:		Name: Telephone:		
	Starting Salary		Final Salary		May we contact this prior employer? ☐ Yes ☐ No
	$	___ Hourly ___ Weekly ___ Monthly	$	___ Hourly ___ Weekly ___ Monthly	
Reason for leaving:					
Summarize your job responsibilities: _____ _____ _____ _____					

Previous Employer	Dates Employed		Contact for employment verification		
Employer Name: Telephone: Address: Job Title:	From: To:		Name: Telephone:		
	Starting Salary		Final Salary		May we contact this prior employer? ☐ Yes ☐ No
	$	___ Hourly ___ Weekly ___ Monthly	$	___ Hourly ___ Weekly ___ Monthly	
Reason for leaving:					
Summarize your job responsibilities: _____ _____ _____ _____					

Previous Employer	Dates Employed		Contact for employment verification		
Employer Name: Telephone: Address: Job Title:	From: To:		Name: Telephone:		
	Starting Salary		Final Salary		May we contact this prior employer? ☐ Yes ☐ No
	$	___ Hourly ___ Weekly ___ Monthly	$	___ Hourly ___ Weekly ___ Monthly	
Reason for leaving:					
Summarize your job responsibilities: _____ _____ _____ _____					

Previous Employer	Dates Employed		Contact for employment verification		
Employer Name: Telephone: Address: Job Title:	From: To:		Name: Telephone:		
	Starting Salary		Final Salary		May we contact this prior employer? ☐ Yes ☐ No
	$	___ Hourly ___ Weekly ___ Monthly	$	___ Hourly ___ Weekly ___ Monthly	
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Summarize your job responsibilities: _____ _____ _____ _____					

Previous Employer	Dates Employed		Contact for employment verification		
Employer Name: Telephone: Address: Job Title:	From: To:		Name: Telephone:		
	Starting Salary		Final Salary		May we contact this prior employer? ☐ Yes ☐ No
	$	___ Hourly ___ Weekly ___ Monthly	$	___ Hourly ___ Weekly ___ Monthly	
Reason for leaving:					
Summarize your job responsibilities: _____ _____ _____ _____					

If you need space for additional information, please continue on a separate sheet of paper.

SPECIAL SKILLS, ACCOMPLISHMENTS AND QUALIFICATIONS

Summarize special skills, publications, awards, civic activities, professional groups, etc.:

_____
_____
_____
_____
_____
_____

Are you a Veteran of the U.S. Military Service? ☐ Yes ☐ No

If yes, what branch? _____

Indicate languages other than English that you speak, read and/or write:

Speak _____ ___ Fluent ___ Good ___ Fair

Read _____ ___ Fluent ___ Good ___ Fair

Write _____ ___ Fluent ___ Good ___ Fair

Provide any additional information you feel may be helpful with considering your application:

_____
_____
_____
_____
_____

REFERENCES

List three (3) professional references with direct knowledge of your work experience.

Name	Address	Telephone Number/Email	Occupation
		Phone: Email:	
		Phone: Email:	
		Phone: Email:	

NOTICE: Due to an Arizona Supreme Court decision in 1991, if you are interviewed or selected as a finalist for a position with an Arizona municipality, your application and resume are considered public records. Public records are required by law to be made available during normal business hours to any person. Confidential information, such as address and phone numbers, will be redacted.

Special Employment Notice to Disabled Veterans, Vietnam Era Veterans,

and Individuals With Physical or Mental Handicaps:

Government contractors are subject to 38USC 2012 of the Vietnam Era Veterans Readjustment Act of 1974 which requires that they take affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam Era, and Section 503 of the Rehabilitation Act of 1973, as amended, which requires government contractors to take affirmative action to employ and advance in employment qualified handicapped individuals.

If you are a disabled veteran or have a physical or mental handicap, you are invited to volunteer this information. The purpose is to provide information regarding proper placement and appropriate accommodation to enable you to perform the job to the best of your ability in a proper and safe manner. This information will be treated as confidential. Failure to provide this information will not jeopardize or adversely affect your consideration for employment.

If you wish to be identified, please indicate so and sign:

___ Handicapped Individual ___ Disabled Veteran ___ Vietnam Era Veteran

Applicant Signature _____

PLEASE READ THE FOLLOWING CLOSING STATEMENT CAREFULLY BEFORE SIGNING

By signing below I certify and affirm that all information provided in this application and any attachment included is true, complete and correct. I understand that any false or misleading statements, or omissions made on this application or at any time during the pre-hiring process, may disqualify me from employment or, if hired, subject me to termination of employment. I also understand that, if accepting an offer for employment, I shall be required to provide proof of identity and eligibility to work in the United States in addition to signing a loyalty oath as a condition to receiving any compensation from the Town of Clarkdale in connection with this application. I also understand that final placement of employment is contingent upon successful completion and passing of a pre-employment screening process including both drug testing and background check.

By signing below I certify and affirm that as a contingency to employment, post job offer the Town of Clarkdale or their third party administrator may conduct a background check in order to investigate my employment background and qualifications including a trace of Social Security and a check of driving record and criminal history. I hereby authorize such investigations and further authorize my previous employers, schools and references to release information they may hold concerning my previous employment, education, training, experience and job performance, and any other pertinent information concerning my professional competence, ethics and qualifications for employment.

By signing below I release my prior employers and their agents, and the Town of Clarkdale, from all liability for damages of any kind that may result to me or my family because of compliance with this authorization to release information. Further, I understand that this is an application and is not intended to be a contract of employment.

Date _____ Applicant Signature_____