



Application for Employment

Town of Clarkdale

Post Office Box 308 Clarkdale, Arizona 86324

(928) 634-9591 Fax: (928) 634-0407 TTY: 1-800-367-8939

The Town of Clarkdale is an Equal Opportunity Employer - www.clarkdale.az.us

The Town of Clarkdale is an equal opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, age, gender, national origin or ancestry, marital status, sexual orientation, disability, or veteran status.

Please Print

Date: _____ Position(s) Applying For: _____

General Information

Name: Last	First	Middle
Mailing Address:		
Physical Address:		
Phone #	Cell #	Other #:
Email Address:		
Salary Requirements:		

Other Information

Current Valid Driver's License, number, state issued from:
Have you previously been employed at the Town of Clarkdale? <input type="checkbox"/> Yes <input type="checkbox"/> No, if Yes, give dates, position(s) and reason for leaving:
Are any of your relatives employed by the Town of Clarkdale? If yes, please list their names:
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No, if Yes, may we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
On what date would you be available for work?
Are you able to work (check all that apply): <input type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> shift <input type="checkbox"/> temporary
Are you on a lay-off and subject to recall? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been terminated or forced to resign due to misconduct or unsatisfactory service? If yes, please explain the circumstances:
Are you eligible to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No If hired you will be required to show proof of work eligibility.
Have you been convicted of any criminal offense (misdemeanor or felony) other than a minor traffic violation in the last 7 years? <input type="checkbox"/> Yes <input type="checkbox"/> No, if Yes, you must attach a separate sheet of paper with an explanation including: <u>date of conviction, code section violated, whether it's a felony or misdemeanor, length of jail sentence, time served, fine, terms of parole and/or probation and description of the offense.</u> Please provide information pertaining to ALL convictions, unless sealed or expunged. Do NOT list arrests that did not result in a conviction. (A conviction will not necessarily disqualify applicant from employment).

Employment History

Start with your PRESENT position and work back. List ALL of the positions you have held in the past 10 years. Also list any previous positions held if they are applicable to the position for which you are applying. Account for any periods of self-employment or unemployment. Use additional paper if needed. You may include military service assignments and volunteer activities. Resumes will not be accepted in lieu of application. By providing the following information and signing this application, I hereby authorize the Town of Clarkdale to contact each of my prior employers and hereby release the Town of Clarkdale from any and all liability for doing so.

Employer Name:	Phone #:
Mailing Address:	
Job Title:	Dates Employed:
Starting Salary:	Ending Salary:
Supervisor's Name:	Supervisor's Email:
Reason For Leaving:	
Work Performed:	

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Mailing Address:	
Job Title:	Dates Employed:
Starting Salary:	Ending Salary:
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Job Title:	Dates Employed:
Starting Salary:	Ending Salary:
Supervisor's Name:	Supervisor's Email:
Reason For Leaving:	
Work Performed:	

Education, Skills and Qualifications

By providing the following information and signing this application, I hereby authorize the Town of Clarkdale to contact each of my schools and hereby release the Town of Clarkdale from any and all liability for doing so.

High School:	Did you receive a diploma/GED: <input type="checkbox"/> Yes <input type="checkbox"/> No
College/Universities/Trade Schools – list <u>names</u> , <u>locations</u> , <u>majors</u> and <u>degrees</u> received:	
List any other training, apprenticeships, skills you have acquired and the degree to which you are qualified:	
List any professional licenses, certificates or credentials, include <u>type</u> , <u>issue date</u> , <u>expiration date</u> :	
List languages you can read, speak or write other than English and your proficiency:	

References and Additional Comments

By providing the following information and signing this application, I hereby authorize the Town of Clarkdale to contact each of my references and hereby release the Town of Clarkdale from any and all liability for doing so. Please list three references that are not related to you and are not previous employees:

Name:	
Email Address:	Phone #'s

Name:	
Email Address:	Phone #'s

Name:	
Email Address:	Phone #'s

State any additional information you feel may be helpful to us in considering your application:	
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Special Notices and Signature

Special Notice to Potential Employees: The Town of Clarkdale complies with the Smoke Free Arizona Act established by Arizona State Statute § 36-601.01. For more information on the act, visit <http://www.smokefreearizona.org>

Retention Period of Applications: The Town of Clarkdale retains applications for employment for 90 days. Applicants must renew their application after this time period for other job openings.

Certificate of Applicant

I hereby state that the information and answers I have provided are true and complete. I understand that any false, misleading, incomplete or incorrect information provided either in this application or in any interview shall be grounds for immediate cessation of the hiring process and/or for immediate termination if it is discovered after employment begins. I hereby authorize the Town of Clarkdale to verify, by direct contact or otherwise, any or all information provided in this application and any subsequent interview and release the Town of Clarkdale from any and all liability arising from those actions.

I understand that this application is not an offer or contract of employment and that no employment offer has been made. I understand that any offer of employment will be contingent upon the successful completion of a mandatory pre-employment drug test. I further understand that if I am employed by the Town of Clarkdale, such employment is at-will, meaning that I may resign or be terminated at any time, with or without cause and with or without notice.

If employed by the Town of Clarkdale, I understand that I will be required to abide by all of the policies, rules and regulations applicable to my employment. If accepted for employment, I understand that I will be required to provide proof of identity and eligibility to work in the United States and to sign a loyalty oath as prescribed by the State of Arizona. I further understand and agree that, if employed, I will have no expectation of privacy in desks, files, lockers, computers, vehicles or any other property owned by the Town of Clarkdale.

Applicant's Signature _____ Date _____