

# COTTONWOOD FALLS APPLICATION FOR EMPLOYMENT

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

Conditions of employment are stated at the end of this form. Please read carefully before you sign this application.  
(Application must be completed in full, even if attaching a résumé.)

POSITION APPLIED FOR \_\_\_\_\_ DATE OF APPLICATION \_\_\_\_\_

## PERSONAL

PLEASE PRINT USING BALLPOINT PEN

FULL NAME	FIRST/MIDDLE/LAST	SOCIAL SECURITY NUMBER	
PRESENT ADDRESS	STREET/CITY/STATE/ZIP	HOW LONG?	HOME TELEPHONE #
PREVIOUS ADDRESS	STREET/CITY/STATE/ZIP	HOW LONG?	MOBILE TELEPHONE #
IF NO PHONE, HOW MAY WE CONTACT YOU?			
HAVE YOU EVER WORKED FOR THE CITY OR ANY OF ITS DEPARTMENTS? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, IN WHAT CAPACITY/POSITION? APPROXIMATE DATE: MO/YR.			
HAVE YOU EVER APPLIED FOR A JOB WITH THE CITY OR ANY OF ITS DEPARTMENTS? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, WHERE? APPROXIMATE DATE: MO/YR.			
HOW DID YOU LEARN ABOUT THIS POSITION?			

## GENERAL INFORMATION

IF YOU ARE UNDER AGE 18,  
PLEASE STATE YOUR AGE:

IF YOU ARE UNDER AGE 18,  
CAN YOU SUPPLY WORKING PAPERS?  
[ ] YES [ ] NO

ONLY U.S. CITIZENS OR ALIENS WHO HAVE A LEGAL RIGHT TO WORK IN THE U.S. ARE ELIGIBLE FOR EMPLOYMENT. CAN YOU, UPON EMPLOYMENT, PROVIDE GENUINE DOCUMENTATION ESTABLISHING YOUR IDENTITY AND ELIGIBILITY TO BE LEGALLY EMPLOYED IN THE UNITED STATES? [ ] YES [ ] NO

HAVE YOU EVER BEEN CONVICTED OF A CRIME OR VIOLATION OTHER THAN A MINOR TRAFFIC INFRACTION?  
[ ] YES [ ] NO

IF YES, PLEASE EXPLAIN:

HAVE YOU EVER BEEN DISCHARGED OR ASKED TO RESIGN FROM ANY EMPLOYMENT? [ ] YES [ ] NO  
IF YES, PLEASE EXPLAIN:

DESIRED WAGES/SALARY

IF APPLYING FOR A POSITION THAT REQUIRES A VALID DRIVERS LICENSE, CAN YOU, UPON EMPLOYMENT, PROVIDE THE APPROPRIATE VALID DRIVER'S LICENSE? [ ] YES [ ] NO

DO YOU CURRENTLY HAVE A VALID COMMERCIAL DRIVERS LICENSE? [ ] YES [ ] NO

## AVAILABILITY

**PLEASE CHECK SCHEDULE AVAILABILITY:**

- [ ] I DESIRE TO WORK FULL-TIME (40 HOURS) AND DO NOT HAVE RESTRICTIONS ON MY HOURS AND DAYS.
- [ ] I AM AVAILABLE FULL TIME, BUT DESIRE TO WORK PART-TIME (PLEASE INDICATE DESIRED AVAILABILITY BELOW).
- [ ] I AM ONLY AVAILABLE TO WORK PART-TIME (PLEASE INDICATE AVAILABILITY BELOW).

	MON	TUE	WED	THUR	FRI	SAT	SUN
HOURS AVAILABLE							

DATE AVAILABLE TO START:

**NOTE:** Work schedules are based upon the needs of the City and may be subject to change on a weekly basis.

## EMPLOYMENT HISTORY

Begin with your most recent employment [1] and continue with all past employment (attach additional sheet(s) if necessary). Failure to provide a full disclosure of all past employment will result in your disqualification for employment, or, if employed, your dismissal.

IF CURRENTLY EMPLOYED, MAY WE CONTACT YOUR EMPLOYER? [ ] YES [ ] NO

<b>1</b>	<b>EMPLOYER</b>	FROM		STARTING SALARY	JOB TITLE	DESCRIBE YOUR JOB DUTIES	
		MO.	YR.				
ADDRESS				\$			REASON FOR LEAVING (Please Explain)
CITY, STATE, ZIP		TO		ENDING SALARY			
		MO.	YR.				
TYPE OF BUSINESS				\$			
PHONE NO.		NAME & TITLE OF IMMEDIATE SUPERVISOR					
EXPLAIN ANY PERIOD BETWEEN JOBS					MAY WE CONTACT EMPLOYER? [ ] YES [ ] NO		
<b>2</b>	<b>EMPLOYER</b>	FROM		STARTING SALARY	JOB TITLE	DESCRIBE YOUR JOB DUTIES	
		MO.	YR.				
ADDRESS				\$			REASON FOR LEAVING (Please Explain)
CITY, STATE, ZIP		TO		ENDING SALARY			
		MO.	YR.				
TYPE OF BUSINESS				\$			
PHONE NO.		NAME & TITLE OF IMMEDIATE SUPERVISOR					
EXPLAIN ANY PERIOD BETWEEN JOBS					MAY WE CONTACT EMPLOYER? [ ] YES [ ] NO		
<b>3</b>	<b>EMPLOYER</b>	FROM		STARTING SALARY	JOB TITLE	DESCRIBE YOUR JOB DUTIES	
		MO.	YR.				
ADDRESS				\$			

CITY, STATE, ZIP		TO		ENDING SALARY		REASON FOR LEAVING (Please Explain)
		MO.	YR.			
TYPE OF BUSINESS				\$		
PHONE NO.		NAME & TITLE OF IMMEDIATE SUPERVISOR				
EXPLAIN ANY PERIOD BETWEEN JOBS					MAY WE CONTACT EMPLOYER? [ ] YES [ ] NO	
4	EMPLOYER	FROM		STARTING SALARY	JOB TITLE	DESCRIBE YOUR JOB DUTIES
		MO.	YR.			
ADDRESS				\$		
CITY, STATE, ZIP		TO		ENDING SALARY		REASON FOR LEAVING (Please Explain)
		MO.	YR.			
TYPE OF BUSINESS				\$		
PHONE NO.		NAME & TITLE OF IMMEDIATE SUPERVISOR				
EXPLAIN ANY PERIOD BETWEEN JOBS					MAY WE CONTACT EMPLOYER? [ ] YES [ ] NO	

### EDUCATION

NAME OF SCHOOL	ADDRESS	MAJOR	CIRCLE LAST YEAR ATTENDED	GRADUATED	DEGREE
HIGH SCHOOL			9 10 11 12	[ ] YES [ ] NO	
COLLEGE			1 2 3 4	[ ] YES [ ] NO	
COLLEGE			1 2 3 4	[ ] YES [ ] NO	
GRADUATE SCHOOL			1 2 3 4	[ ] YES [ ] NO	
OTHER			1 2 3 4	[ ] YES [ ] NO	

### ADDITIONAL EXPERIENCE OR QUALIFICATIONS

List any other experience, skills or other qualifications, including hobbies, which you believe should be considered in evaluating your qualifications for employment. Please indicate any prior military service which you would like the City to consider in connection with your application for employment.

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### ATTENDANCE AND PUNCTUALITY INFORMATION

Consistent attendance and punctuality are essential requirements of every job with the City. Is there anything which would interfere with your regular attendance and punctuality if you are offered a job with the City?  YES  NO

If Yes, please explain \_\_\_\_\_

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**Please provide the names of one personal and one professional reference (other than family members).**

<b>1</b>	NAME	OCCUPATION
	ADDRESS	TITLE/RELATIONSHIP
	CITY, STATE, ZIP	YEARS KNOWN
<b>2</b>	NAME	OCCUPATION
	ADDRESS	TITLE/RELATIONSHIP
	CITY, STATE, ZIP	YEARS KNOWN

## NOTIFICATION AND AGREEMENT

PLEASE READ BEFORE SIGNING

**I CERTIFY THAT ALL ANSWERS GIVEN BY ME ARE TRUE, ACCURATE AND COMPLETE. I UNDERSTAND THAT THE FALSIFICATION, MISREPRESENTATION OR OMISSION OF FACT ON THIS APPLICATION (OR ANY OTHER ACCOMPANYING OR REQUIRED DOCUMENTS) WILL BE CAUSE FOR DENIAL OF EMPLOYMENT OR IMMEDIATE TERMINATION OF EMPLOYMENT, REGARDLESS OF WHEN OR HOW DISCOVERED. (Please initial here.)** \_\_\_\_\_

Questions regarding this statement should be directed to any employment interviewer before signing. The application will be given every consideration, but its receipt does not imply that the applicant will be employed. **(Please initial here.)** \_\_\_\_\_

It is the policy of the City to afford equal opportunity to all employees and applicants for employment without regard to age, race, religion, color, sex, national origin, marital status, expunged juvenile records, or pregnancy and to afford equal opportunities to disabled veterans, veterans of the Vietnam era, and individuals with a disability, and any other characteristic protected by federal, state or local law. **(Please initial here.)** \_\_\_\_\_

I authorize the investigation of all statements and information contained in this application. I release from all liability anyone supplying such information, and I also release the employer from all liability that might result from making an investigation. **(Please initial here.)** \_\_\_\_\_

If hired, I agree to abide by all of the City rules and regulations and understand that, if employed, my employment may be terminated with or without cause, and with or without notice, at any time, at the option of either the City or me. I further understand that no representation, whether oral or written by any representative or agent of the City, can constitute a contract of employment. I understand that the City shall have the maximum discretion permitted by law to administer, interpret, modify, discontinue, enhance or otherwise change all policies, procedures, benefits or other terms or conditions of employment. No representative or agent of the City has the authority to enter into any agreement for employment for any specified period of time or to make any change in any policy, procedure, benefit or other term or condition of employment other than in a document signed by the governing body or to make any agreement contrary to the foregoing. **(Please initial here.)** \_\_\_\_\_

I understand that this application is good only for sixty (60) days from today's date. If I still desire a position with the City after this application expires, it will be my responsibility to fill out a new application and submit it to the City. **(Please initial here.)** \_\_\_\_\_

I acknowledge that I have read and understand the above statements and hereby grant permission to confirm the information supplied on this application by me. **(Please initial here.)** \_\_\_\_\_

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_