



# Application for Employment

Please type or print clearly, in ink only

## City of Cottonwood

816 North Main Street, Cottonwood, Arizona 86326

928-340-2713

(Fax) 928-634-3727

E-mail: [awilber@cottonwoodaz.gov](mailto:awilber@cottonwoodaz.gov)

Revised January 2016

Position Applied For: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(Last) (First) (Middle Initial)

Address (If P.O. Box is used, applicant MUST provide physical and mailing address):

\_\_\_\_\_  
(Physical Address) (City) (State) (Zip Code)

\_\_\_\_\_  
(Mailing Address, if different from above) (City) (State) (Zip Code)

Home Telephone: \_\_\_\_\_ Message / Cell Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Your qualifications will be evaluated on the basis of the information provided in this application. Although resumes are encouraged, do not enter the words "see resume" in lieu of information requested on the application form. Resumes will not be considered without a fully-completed application.**

**Read the following instructions carefully before filling out your application for employment.**

All requested information must be furnished. Fill in all spaces of the application accurately and completely. If an item does not apply to you, or if there is no information to be given, write in the letters "N/A" for not applicable.

New hires for safety-sensitive City positions are required to complete – and pass – a post-offer physical examination and drug screening at the City's expense. Applicants 18 years of age and older will also be required to provide their fingerprints on a standard, Federal Bureau of Investigation (FBI) applicant card or present a valid Level 1 fingerprint card upon employment. Your fingerprint card will be forwarded to the Arizona State Department of Public Safety and FBI for review. Criminal history information revealed by the State or FBI may be grounds for rejection and/or termination from employment. Certain positions require polygraph testing prior to employment. A criminal conviction does not constitute an automatic bar to employment. If a position uses FBI criminal history to determine suitability of an applicant for employment, license, or benefit, the applicant is afforded the opportunity to challenge the accuracy of the record and assure that the record is complete. You are advised that the procedures for challenging, correcting, and updating an FBI criminal history record are contained in Title 29, Code of Federal Regulations (CFR), section 16.34. If you feel your criminal history is inaccurate or incomplete, you may request information from the HR Department to begin the review and challenge process.

In submitting this application, I understand that false statements or omissions may disqualify me for employment or constitute grounds for dismissal. I understand that, if accepted for employment, I will 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 City. Also, I authorize all former employers, schools and references to release information that they may have about me to the City of Cottonwood or its agents.

By signing below, I acknowledge that I have read – and understand – the above statements. Further, I understand and acknowledge that, unless otherwise defined by applicable law, during my orientation period, I am an "at will" employee, and may resign at any time or the City may discharge me at any time, for any or no reason. It is further understood that the "at will" employment relationship which would be created if I am hired may not be changed by any oral or written communication, unless such change is specifically acknowledged, in writing, by the City.

\_\_\_\_\_  
(Applicant Signature)

\_\_\_\_\_  
(Date)

**CHECK THE APPROPRIATE BOX:**

**YOU WILL ACCEPT:**

- Full Time
- Part Time
- On Call

**SHIFTS YOU WILL ACCEPT:**

- Mornings
- Days
- Evenings
- Nights
- Weekends
- Rotating

**YOU LEARNED OF POSITION BY:**

- Newspaper  
\_\_\_\_\_   
(Name of Newspaper)
- City Web Site
- City Employee  
\_\_\_\_\_   
(Name of Employee)
- DES
- Other \_\_\_\_\_   
(Please specify)

A. Have you ever worked for the City of Cottonwood?  Yes  No

If yes, note dates & positions: \_\_\_\_\_

B. Are any of your relatives, either by blood or marriage, employed by the City of Cottonwood?  Yes  No

If yes, please identify: \_\_\_\_\_

C. If you wish to disclose a disability, please do so here: \_\_\_\_\_

D. Are you 15 years of age or older?  Yes  No

E. Have you ever been discharged or requested or forced to resign from any position?  Yes  No

F. Have you ever had a legal suit or claim filed against you as an employer, or as a representative of an employer?  Yes  No

---

**If you have answered “Yes” to question E or F above, you MUST provide all relevant details below.**

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

**DRIVER'S LICENSE INFORMATION:**

The job you are applying for may involve operating City vehicles. Please provide your current driver's license number and state of issue. Also, list all other states in which you hold, or have held, a driver's license. Finally, please list all traffic-related offenses for the past five (5) years.

---

---

---

---

---

---

---

**EDUCATION:**

Did you receive a high school diploma or obtain a GED?  Yes  No

Name and address of school or program: \_\_\_\_\_

**Colleges/Universities Attended and Degree (if any)**

COLLEGE / UNIVERSITY	CITY and STATE	FIELD of STUDY	DEGREE ("Y" or "N")	TYPE of DEGREE

**Trade, Technical, Business, Correspondence, or other Schools and Courses Studied**

INSTITUTION	CITY and STATE	FIELD of STUDY	DEGREE ("Y" or "N")	TYPE of DEGREE

**Licenses, Trade or Professional Registration; Honors, Awards, Fellowships obtained; Languages in which you are fluent or bilingual:**

---

---

---

---

---

---

---

**EMPLOYMENT HISTORY:**

Be accurate and complete. Provide the following information with respect to every position of employment, including self-employment, that you have held for the past ten (10) years. Add additional pages if required.

**Present or Most Recent Job:**

Employer: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_

Department: \_\_\_\_\_ Your Title: \_\_\_\_\_ Supervised (#): \_\_\_\_\_

Name/Title of Dept. Head/Business Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_ Total Months Worked: \_\_\_\_\_

Starting Salary: \$ \_\_\_\_\_ Per \_\_\_\_\_ Final Salary: \$ \_\_\_\_\_ Per \_\_\_\_\_

May we contact your present employer prior to employment?  Yes  No

Describe each major function or duty performed:

---

---

---

---

---

---

---

---

Equipment Operated:

---

---

**Reason for Leaving:** \_\_\_\_\_

Employer: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_

Department: \_\_\_\_\_ Your Title: \_\_\_\_\_ Supervised (#): \_\_\_\_\_

Name/Title of Dept. Head/Business Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_ Total Months Worked: \_\_\_\_\_

Starting Salary: \$ \_\_\_\_\_ Per \_\_\_\_\_ Final Salary: \$ \_\_\_\_\_ Per \_\_\_\_\_

Describe each major function or duty performed:

---

---

---

---

---

---

---

---

Equipment Operated:

---

---

**Reason for Leaving:** \_\_\_\_\_

Employer: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_

Department: \_\_\_\_\_ Your Title: \_\_\_\_\_ Supervised (#): \_\_\_\_\_

Name/Title of Dept. Head/Business Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_ Total Months Worked: \_\_\_\_\_

Starting Salary: \$ \_\_\_\_\_ Per \_\_\_\_\_ Final Salary: \$ \_\_\_\_\_ Per \_\_\_\_\_

Describe each major function or duty performed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Equipment Operated:

\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_

Department: \_\_\_\_\_ Your Title: \_\_\_\_\_ Supervised (#): \_\_\_\_\_

Name/Title of Dept. Head/Business Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_ Total Months Worked: \_\_\_\_\_

Starting Salary: \$ \_\_\_\_\_ Per \_\_\_\_\_ Final Salary: \$ \_\_\_\_\_ Per \_\_\_\_\_

Describe each major function or duty performed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Equipment Operated:

\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**The City of Cottonwood is an Equal Opportunity Employer, and it is the equal opportunity employment policy of the City to make all recruitment, hiring, and placement decisions, as well as other employment decisions, on the basis of the qualifications of the individuals considered for the position to be filled, without regard to race, ethnicity, age, sex, religion, color, national origin, sexual orientation, veteran's status, or non-disqualifying handicap.**

# Voluntary Self Identification of Race/National Origin and Gender

---

Name(required):

Gender:      Male      Female      I elect to not disclose at this time.

**Anti-Discrimination Notice.** It is an unlawful employment practice for an employer to fail or refuse to hire or discharge any individual, or otherwise to discriminate against any individual with respect to that individual's terms and conditions of employment, because of such individual's race, color, religion, gender, or national origin.

This employer is subject to certain nondiscrimination and affirmative action recordkeeping and reporting requirements which require the employer to invite employees to voluntarily self-identify their race/national origin and gender. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable federal laws, executive orders, and regulations, including those which require the information to be summarized and reported to the Federal Government for civil rights enforcement purposes.

If you choose not to self-identify your race/national origin and gender at this time, the federal government requires this employer to determine this information by visual survey and/or other available information.

For civil rights monitoring and enforcement purposes only, all race/national origin information will be collected and reported in the seven categories identified below. The definitions for each category have been established by the federal government. If you choose to voluntarily self-identify, you may mark only one of the boxes presented below.

---

## INVITATION TO SELF-IDENTIFY

PLEASE ANSWER THE FOLLOWING QUESTION

What is your race/national origin? Please mark the **one box** that describes the race/national origin category with which you primarily identify.

- Hispanic or Latino:** a person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
  - White:** a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
  - Black or African American:** a person having origins in any of the black racial groups of Africa.
  - Asian:** a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
  - Native Hawaiian or Other Pacific Islander:** a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
  - American Indian or Alaska Native:** a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
  - Two or More Races:** a person who primarily identifies with two or more of the above race/national origin categories.
-