



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

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)

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.