

# APPLICATION FOR EMPLOYMENT

AN EQUAL OPPORTUNITY EMPLOYER



## City of Genesee

140 E. Walnut  
P. O. Box 38  
Genesee, Idaho 83832

(208) 285-1621 phone  
(208) 285-1382 fax

Equal access to programs, services and employment is available to all persons. Those applicants requiring accommodation to the application and/or interview process should contact the City Clerk.

### Please Print or Type

Position(s) applied for \_\_\_\_\_ Date of application \_\_\_\_/\_\_\_\_/\_\_\_\_

Referral Source:

- Advertisement    Employee    Relative    Government Employment Agency  
 Walk-in    Private Employment Agency    Internet Web Site    Other

Name of Source (if applicable) \_\_\_\_\_

**Name** \_\_\_\_\_  
Last First Middle

**Address** \_\_\_\_\_  
Street City State Zip Code

**Telephone Number** (\_\_\_\_) \_\_\_\_\_ If necessary, best time to call you at home is \_\_\_\_\_ am/pm

May we contact you at work?  Yes  No If Yes, give work number (\_\_\_\_) \_\_\_\_\_

Have you filed an application here before?  Yes  No

If yes, give date \_\_\_\_/\_\_\_\_/\_\_\_\_ and position applied for: \_\_\_\_\_

Have you ever been employed here before? Yes  No  If Yes, give dates \_\_\_\_/\_\_\_\_/\_\_\_\_

Are you legally eligible for employment in this country?  Yes  No

Date available for work \_\_\_\_/\_\_\_\_/\_\_\_\_ Are you on layoff and subject to recall?  Yes  No

Are you able to meet the attendance requirements of the position?  Yes  No

Will you work overtime if required?  Yes  No Have you ever been bonded?  Yes  No

Do you have a valid drivers license (if job related)?  Yes  No

Have you been convicted of a felony in the last seven (7) years?  Yes  No

(such conviction may be relevant if job related, but does not bar you from employment.)

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

## Employment History

List your last four (4) employers, assignments or volunteer activities, starting with the most recent, including military experience. Explain any gaps in employment in the comments section below.

Current Employer	Telephone ( )	<b>Dates Employed</b>		<b>Summarize the nature of the work performed and job</b>
		<b>From</b>	<b>To</b>	
Address				
Job Title		<b>Salary Starting</b>		
Immediate Supervisor and Title		\$	per	
Reason for Leaving		<b>Salary Final</b>		
May we contact for reference? Yes <input type="checkbox"/> No <input type="checkbox"/> Later <input type="checkbox"/>		\$	per	
<hr/>				
Employer	Telephone ( )	<b>Dates Employed</b>		<b>Summarize the nature of the work performed and job</b>
		<b>From</b>	<b>To</b>	
Address				
Job Title		<b>Salary Starting</b>		
Immediate Supervisor and Title		\$	per	
Reason for Leaving		<b>Salary Final</b>		
May we contact for reference? Yes <input type="checkbox"/> No <input type="checkbox"/> Later <input type="checkbox"/>		\$	per	
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Immediate Supervisor and Title		\$	per	
Reason for Leaving		<b>Salary Final</b>		
May we contact for reference? Yes <input type="checkbox"/> No <input type="checkbox"/> Later <input type="checkbox"/>		\$	per	

Comments (including explanation of any gaps in employment) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Educational Background

- A. List last three (3) schools attended, starting with most recent. B. List number of years completed.  
 C. Indicate degree or diploma earned, if any. D & E. Major and minor field of study (if applicable).

A. School	B. Years Completed	C. Degree Completed	D. Major	E. Minor

**Skills and Qualifications** - Summarize any training, skills, licenses, certificates, etc. that may qualify you as being able to perform job-related functions of the position for which you are applying.

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**References** - List name and telephone number of three business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Telephone	Years Known
	( )	
	( )	
	( )	

List professional, trade, business, or civic associations and any offices held. (Exclude memberships which would reveal gender, race, religion, national origin, age, color, disability or other protected status.)

Organization	Offices Held

List special accomplishments, publications, awards, (exclude information which would reveal gender, race, religion, national origin, age, color, disability or other protected status.)

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List any additional information you would like us to consider. \_\_\_\_\_

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It is understood and agreed upon that any misrepresentation by me on this application will be sufficient cause for cancellation of this application and/or separation from the City of Genesee's service if I have been employed.

I give the City of Genesee the right to investigate all references and to secure additional information about me, if job-related. I hereby release from liability the City of Genesee and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

The City of Genesee is an Equal Opportunity Employer. The City of Genesee does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law.

This application is current for only 60 days. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to fill out a new application.

I understand it is the City's policy not to refuse to hire a qualified individual because of this person's need for an accommodation that would be required by the ADA.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

All applicants will be notified following the review of all applications. Please do not call to find out if you have been selected for an interview.