



# CITY OF GUNNISON APPLICATION FOR EMPLOYMENT

## An Equal Opportunity Employer

We do not discriminate on the basis of race, religion, national origin, sex, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.

Answer each question fully and accurately. No action can be taken on this application until you have answered all questions. Use blank paper if you do not have enough room on this application. **PLEASE PRINT**, except for signature on back of application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information.

Job applied for: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Are you seeking: Full-time  Part-time  Temporary  employment? When could you start work? \_\_\_\_\_

Last	First	Middle	Telephone/Cell Number
Present Street Address	City	State	Zip Code

E-Mail Address \_\_\_\_\_

Are you 18 years of age or older? Yes  No   
(If you are hired, you may be required to submit proof of age.)

*If hired, you will be required to furnish proof of your eligibility to work in the United States.*

Have you ever applied here before? Yes  No  If yes, when? \_\_\_\_\_

Were you ever employed here? Yes  No  If yes, when? \_\_\_\_\_

Do any of your, or your spouse's, relatives work here? Yes  No  If yes, who? \_\_\_\_\_

Have you ever been convicted of any law violation? (A conviction will not necessarily disqualify an applicant for employment)  
Include any plea of "guilty" or "no contest." (Exclude minor traffic violations) Yes  No   
If yes, give details \_\_\_\_\_

If employed, do you expect to be engaged in any additional business or employment outside of our job? Yes  No   
If yes, give details \_\_\_\_\_

If applying for a job requiring driving, do you have a valid driver's license? Yes  No   
Driver's License Number \_\_\_\_\_ Class of license \_\_\_\_\_ State Licensed \_\_\_\_\_

Have you had your driver's license suspended or revoked in the last 3 years? Yes  No   
If yes, give details \_\_\_\_\_

List professional, trade, business or civic activities and offices held. (Exclude labor organizations and memberships which reveal race, color, religion, national origin, sex, age, disability or other protected status.)  
\_\_\_\_\_  
\_\_\_\_\_

**SPECIAL SKILLS AND QUALIFICATIONS:** Please list any special job related skills, training, qualifications and/or abilities you have which will be a special benefit in the job for which you are applying.  
\_\_\_\_\_  
\_\_\_\_\_

SCHOOL NAME AND LOCATION	Years Completed	Degree/Diploma	Subjects Studied
High School or GED: _____			
College or University: _____			
Vocational or Technical: _____			

List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references.

NAME OF EMPLOYER	JOB TITLE AND DUTIES
ADDRESS	DATES OF EMPLOYMENT (MO/YR):
CITY, STATE, ZIP CODE	PAY START: _____ FINAL: _____
SUPERVISOR	REASON FOR LEAVING
CONTACT NUMBER	MAY WE CONTACT YOUR EMPLOYER?
NAME OF EMPLOYER	JOB TITLE AND DUTIES
ADDRESS	DATES OF EMPLOYMENT (MO/YR)
CITY, STATE, ZIP CODE	PAY START: _____ FINAL: _____
SUPERVISOR	REASON FOR LEAVING
CONTACT NUMBER	MAY WE CONTACT YOUR EMPLOYER?
NAME OF EMPLOYER	JOB TITLE AND DUTIES
ADDRESS	DATES OF EMPLOYMENT (MO/YR)
CITY, STATE, ZIP CODE	PAY START: _____ FINAL: _____
SUPERVISOR	REASON FOR LEAVING
CONTACT NUMBER	MAY WE CONTACT YOUR EMPLOYER?

**REFERENCES:** Give three references, no relatives or former employers.

<i>Name</i>	<i>Contact information</i>	<i>Relationship</i>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Have you worked, or attended school under any other names? Yes  No

If yes, give names: \_\_\_\_\_

Are you presently employed: Yes  No

If yes, whom do you suggest we contact? \_\_\_\_\_

Times Available to Work:

Time of Day	SUN	MON	TUE	WED	THURS	FRI	SAT
Morning							
Afternoon							
Evening							

**PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING**

I certify that all information provided in the employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at later date.

I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre and/or post-employment drug screen as a condition of employment, if required.

I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a complete pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

**I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENTS BY MANAGEMENT, OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. ONLY THE CITY MANAGER HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE CITY MANAGER AND THE EMPLOYEE. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT REASON AND WITH OR WITHOUT NOTICE.**

I have read, understand, and by my signature consent to these statements.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*This application for employment will remain active for a limited time. Ask Human Resources for details.*