

Application for Employment

City of Cherry Hills Village

An Equal Opportunity Employer

Please complete each section fully and accurately, and complete a separate application for each position for which you are applying. Use additional paper if you do not have enough room on this application. No action can be taken on this application until you have answered all questions. 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. We do not discriminate on the basis of race, color, religion, national origin, sex, age over 40, genetic information, disability, sexual orientation 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. Please print except for signature if not completing online.

Personal Information:

Job applied for:		Today's date:	
Last name:		First name:	Middle name:
Please list any other names that you have used while working or attending school:			
Street address:		City:	State: Zip code:
Home phone number:	Cell phone number:	Current work phone number:	
Email address:		When are you available to start work?	
Are you at least 17 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No	If hired, you must be able to provide documentation that proves your eligibility to work in the U.S. Can you provide such documentation, if hired? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	If hired, do you expect to be engaged in any additional business or employment? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:		
Have you ever been fired or asked to resign from a job? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:	Do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No Have you ever had your driver's license suspended or revoked in the last 3 years? If yes, please explain: For Public Works driving jobs only: Do you have a valid CDL driver's license? <input type="checkbox"/> Class A <input type="checkbox"/> Class B Endorsements:		
Have you ever applied or worked here before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:	Where did you hear or learn about this open position? Please list below the website, job posting, flyer, etc.		

Education and Other Training:

Please indicate below all the schools you have attended beginning with high school.				
Type of school	Name and location of school (City & State)	Did you graduate?	Degree, if applicable	Major / Minor
High school				
College or vocational school				
College or vocational school				
What skills or additional training do you have that relate to the job for which you are applying?				
List relevant professional or trade memberships or offices held. Exclude those which reveal race, color, religion, national origin, sex, age, disability or other protected status.				
What machines or equipment can you operate that relate to the job for which you are applying?				

Employment History:

Beginning with your most current employment, please list all jobs (including part-time, temporary, and voluntary positions) you have held. Account for all periods of time including military service, self-employment, and periods of unemployment. Please complete all sections, and do not write "see resume" in lieu of completion of this section. **A job offer will be contingent upon acceptable references from current and/or former employers.**

Name and address of employer:	Job title and duties:		
	First date of employment:	Last date of employment:	Name of supervisor:
Telephone number:	Reason for leaving:		

Name and address of employer:	Job title and duties:		
	First date of employment:	Last date of employment:	Name of supervisor:
Telephone number:	Reason for leaving:		

Name and address of employer:	Job title and duties:		
	First date of employment:	Last date of employment:	Name of supervisor:
Telephone number:	Reason for leaving:		

Name and address of employer:	Job title and duties:		
	First date of employment:	Last date of employment:	Name of supervisor:
Telephone number:	Reason for leaving:		

If there are any gaps in employment, please explain:

References:

Please list three references. Exclude relatives and employers listed elsewhere this application.

Name:	Address:	Telephone number(s):

PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I certify that all information provided in this 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 a later date. I authorize the investigation of any or all statements contained in this application. I also authorize and release from legal liability any person, school, current employer, past employer and any other organization, whether listed or not, to provide relevant information and opinions that may be useful in making a hiring decision. I understand I may be required to successfully pass a background screening process. I hereby consent to a pre- and/or post-employment drug screen as a condition of employment, if required. If I am extended an offer of employment, I understand that it may be conditioned upon my successful completion of a pre-employment physical examination, if required. I consent to the release of any and 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 CITY AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT REASON AND WITH OR WITHOUT NOTICE.

I understand that my electronic signature below indicates that I certify the information in this application is true and correct to the best of my knowledge, and that this information can be used for the purpose of processing my employment application. My signature below is testament that I am indeed the person whose name is listed on this application, and I have read, understand, acknowledge, and consent to the statements made within this application.

Signature:	Date completed:
------------	-----------------