



# Application for Employment - Town of Clarkdale, Arizona

Post Office Box 308 Clarkdale, Arizona 86324

(928) 639-2400 Fax: (928) 639-2409

www.clarkdale.az.gov

Applicants are considered for all positions without regard to race, color, religion, gender, national origin, age, marital or veteran status, or the presence of a non-job related medical condition or handicap.

Date of Application \_\_\_\_\_

Position(s) applied for: \_\_\_\_\_

Referral Sources:  Advertisement  Friend  Relative  Walk-In  Other \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Physical Address: \_\_\_\_\_  
Address City State Zip

Mailing Address: \_\_\_\_\_  
Address City State Zip

Telephone: (\_\_\_\_) \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Do you have a current, valid driver's license:  yes  no

Have you previously been employed at the Town of Clarkdale:  yes  no  
If yes, provide date(s): \_\_\_\_\_

Are you employed now?  yes  no

May we contact your present employer?  yes  no

On what date would you be available for work? \_\_\_\_\_

Are you available to work:  full time  part time  shift  temporary

Are you on a lay-off and subject to recall?  yes  no

Have you been convicted of a felony within the last seven years?  yes  no

(Conviction will not necessarily disqualify applicant from employment.)

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Employment History

List your employment history for at least the past 10 years, with your most recent job first. Include military service assignments and volunteer activities. Exclude organization names which indicate race, color, religion, gender or national origin.

- 1)    Employer\_\_\_\_\_ Telephone\_\_\_\_\_
- Mailing Address\_\_\_\_\_
- Job Title\_\_\_\_\_ Work Performed\_\_\_\_\_
- Supervisor\_\_\_\_\_ Dates Employed From:\_\_\_\_\_ To:\_\_\_\_\_
- Starting Salary\_\_\_\_\_ Ending Salary\_\_\_\_\_
- Reason For Leaving\_\_\_\_\_
  
- 2)    Employer\_\_\_\_\_ Telephone\_\_\_\_\_
- Mailing Address\_\_\_\_\_
- Job Title\_\_\_\_\_ Work Performed\_\_\_\_\_
- Supervisor\_\_\_\_\_ Dates Employed From:\_\_\_\_\_ To:\_\_\_\_\_
- Starting Salary\_\_\_\_\_ Ending Salary\_\_\_\_\_
- Reason For Leaving\_\_\_\_\_
  
- 3)    Employer\_\_\_\_\_ Telephone\_\_\_\_\_
- Mailing Address\_\_\_\_\_
- Job Title\_\_\_\_\_ Work Performed\_\_\_\_\_
- Supervisor\_\_\_\_\_ Dates Employed From:\_\_\_\_\_ To:\_\_\_\_\_
- Starting Salary\_\_\_\_\_ Ending Salary\_\_\_\_\_
- Reason For Leaving\_\_\_\_\_
  
- 4)    Employer\_\_\_\_\_ Telephone\_\_\_\_\_
- Mailing Address\_\_\_\_\_
- Job Title\_\_\_\_\_ Work Performed\_\_\_\_\_
- Supervisor\_\_\_\_\_ Dates Employed From:\_\_\_\_\_ To:\_\_\_\_\_
- Starting Salary\_\_\_\_\_ Ending Salary\_\_\_\_\_
- Reason For Leaving\_\_\_\_\_
  
- 5)    Employer\_\_\_\_\_ Telephone\_\_\_\_\_
- Mailing Address\_\_\_\_\_
- Job Title\_\_\_\_\_ Work Performed\_\_\_\_\_
- Supervisor\_\_\_\_\_ Dates Employed From:\_\_\_\_\_ To:\_\_\_\_\_
- Starting Salary\_\_\_\_\_ Ending Salary\_\_\_\_\_
- Reason For Leaving\_\_\_\_\_

If you need additional space, please continue on a separate sheet of paper.

## Special Skills and Qualifications

Summarize special skills and qualifications acquired from employment or other experience:

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Veteran of the U.S. Military Service? \_\_\_yes \_\_\_no

If yes, what branch? \_\_\_\_\_

Indicate languages other than English that you speak, read and/or write:

Speak _____	___Fluent	___Good	___Fair
Read _____	___Fluent	___Good	___Fair
Write _____	___Fluent	___Good	___Fair

List professional, trade, business or civic activities and offices held. (You may exclude those which indicate race, color, religion, gender or national origin.) \_\_\_\_\_

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### Education History

High School \_\_\_\_\_ Years Completed (circle) 9 10 11 12

College/University \_\_\_\_\_ Years Completed (circle) 1 2 3 4 5

Describe course of study \_\_\_\_\_

Please list degree(s) earned, if applicable: \_\_\_\_\_

Professional Schools \_\_\_\_\_ Years Completed (circle) 1 2 3 4 5

Describe course of study \_\_\_\_\_

Describe any specialized training, apprenticeship, skills and extra curricular activities: \_\_\_\_\_

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List any honors received: \_\_\_\_\_

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State any additional information you feel may be helpful to us in considering your application: \_\_\_\_\_

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### References

Please list three references whom we may contact that are not related to you and are not previous employers:

1. Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_
2. Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_
3. Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_

***Special Employment Notice to Disabled Veterans, Vietnam Era Veterans,  
and individuals with physical or mental handicaps:***

*Government contractors are subject to 38USC 2012 of the Vietnam Era Veterans Readjustment Act of 1974 which requires that they take affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam Era, and Section 503 of the Rehabilitation Act of 1973, as amended, which requires government contractors to take affirmative action to employ and advance in employment qualified handicapped individuals.<sup>6</sup>*

*If you are a disabled veteran, or have a physical or mental handicap, you are invited to volunteer this information. The purpose is to provide information regarding proper placement and appropriate accommodation to enable you to perform the job to the best of your ability in a proper and safe manner. This information will be treated as confidential. Failure to provide this information will not jeopardize or adversely affect your consideration for employment.*

*If you wish to be identified, please sign below:*

*Handicapped Individual*     *Disabled Veteran*     *Vietnam Era Veteran*

*Applicant Signature* \_\_\_\_\_

### Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this is an application and is not intended to be a contract of employment.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in termination. I also understand that, if employed, I am required to abide by all rules and regulations of the Town of Clarkdale.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_