



City of Dillingham

Application for Employment

All applicants are considered for positions without regard to race, color, religion, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

PLEASE PRINT LEGIBLE IN BLUE OR BLACK INK

Position Applied For: _____ Date Of Application: ____/____/____

Last Name:	First Name:	Middle Initial:
Address: _____ City: _____ State: _____ Zip Code: _____		

Telephone Number(s): _____

- Are you legally eligible for employment in this country? Yes No
- If you are under 18 years of age, can you provide required proof of your eligibility to work? ... Yes No
- Have you filed an application with us in the last year? Yes No
- Have you been employed with us before? Yes No

If yes, give date ____/____/____

Date available for work ____/____/____ What is your desired salary range? _____

- Are you available to work: Full-Time (please indicate 1 2 3 shift)
- Part-Time (please indicate Mornings Afternoons Evenings)
- Temporary (please indicate dates available ____/____/____ - ____/____/____)

As an adult have you ever pled “guilty” or “no contest” to, or been convicted of a crime? Yes No

Answering yes to this question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account

If yes, please provide date(s) and details:

References

List name and telephone number of three business or work references we may contact that are *not* related to you. If not applicable, list three school or personal references that are *not* related to you.

NAME	TITLE	RELATIONSHIP TO YOU	TELEPHONE	YEARS KNOWN

Education

Upon hire official transcripts may be required

	Name and Location of School	Course of Study	Years Completed	Diploma/Degree
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				

Employment Experience

Start with your present or last job. Include any job-related or military service assignments and volunteer activities related to this position.

May we contact your present employer? Yes No

Employer Name and Address	Position Title/Duties Skills		Dates Employed From _____ To _____
			Salary:
	Supervisor Name:	Telephone:	Reason for leaving:
Employer Name and Address	Position Title/Duties Skills		Dates Employed From _____ To _____
			Salary:
	Supervisor Name:	Telephone:	Reason for leaving:
Employer Name and Address	Position Title/Duties Skills		Dates Employed From _____ To _____
			Salary:
	Supervisor Name:	Telephone:	Reason for leaving:

If you need additional space, please continue on a separate sheet of paper or include on your resume.

List any additional information you would like us to consider (i.e. professional, trade, business or civic activities and offices held; military service; specialized training).

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given. Yes No

Applicant's Statement

Please Read Carefully, Initial Each Paragraph and Sign Below

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery. _____ Initials

I hereby authorize the City of Dillingham to thoroughly investigate my references, Work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure. _____ Initials

I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the Company's designated representative. _____ Initials

Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by the Company, I am entitled to copies of any such public records obtained by the Company unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below. _____ Initials

I waive receipt of a copy of any public record described in the paragraph above. _____ Initials

Any dispute or claim concerning Employee's employment with the City of Dillingham or the terms, conditions, or benefits of such employment, will be settled by binding arbitration. _____ Initials

I have received and reviewed the job description for the position that I am applying. _____ Initials

This application for employment shall be considered for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time. _____ Initials

I also understand that if hired, I am required to abide by all policies and procedures of the employer. _____ Initials

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT'S STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant

Date