

Town of Springerville
418 E. Main Street
Springerville, AZ 85938
(928) 333-2656
Fax (928) 333-3056
Application For Employment

READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE FILLING OUT YOUR APPLICATION FOR EMPLOMENT. TYPE OR PRINT CLEARLY IN INK ONLY. All requested information must be furnished. If an item does not apply to you, or if there is no information to be given, write in letters "NA" for Not Applicable. All information contained on the application is subject to verification. Any omissions or misstatements may be cause for rejection of this application, removal of your name from an eligibility list, or discharge from the Town. Note, for completing "Employment History": Fill in ALL spaces accurately and completely. List all work/volunteer experience which is related to the job for which you are applying.

POSITION APPLIED FOR: _____

Your Name: _____

Your Phone Number: _____

Are you over 18 years of age? Yes No _____

THE TOWN OF SPRINGERVILLE IS AN EQUAL OPPORTUNITY EMPLOYER AND COMPLIES WITH AMERICANS WITH DISABILITIES ACT.

How did you learn of this position/job?

Newspaper

From a friend

Facebook

Other (Specify) _____

EMPLOYMENT QUESTIONS

- A. Are you a U.S. Citizen or do you have the legal right to remain permanently in the U.S.? Yes No
- B. If required to drive a town vehicle do you possess a valid AZ driver's license?
Yes No License No.: _____ Expiration Date: _____
- C. Have you ever worked for the Town of Springerville?
Yes No When? _____
- D. Are any of your relatives, either by blood or marriage, employed by the Town of Springerville? Yes No
- E. Except for minor traffic violations, were you ever convicted of any federal, State, Local or military law or statute? Yes No
- F. Have you ever been discharged or requested or forced to resign from any position?
Yes No
- G. Do you have any reason to believe you will be requested to resign from your current

- position within the next thirty days? Yes No
- H. Have you ever served in the Armed Forces?
 Yes No Branch: _____ Dates: _____
- I. Are you eligible to be registered for selective service? Yes No
- J. Have you registered for selective service? Yes No
- K. If the answer is "yes" to questions D, E, F & G, please explain in the space below
 (An explanation does not preclude employment).

A RESUME MAY BE SUBMITTED IN PLACE OF EDUCATION AND EMPLOYMENT HISTORY.

EDUCATION

Did you receive a High School diploma or G.E.D diploma? Yes No Date: _____

Name(s) of Colleges or Universities attended, dates attended, courses taken or degrees earned

Trade, Technical, Correspondence, or other courses taken, dates attended, courses studied and completion date

Other recognition, awards or associations that you have received or are a member of:

PRE-EMPLOYMENT REVIEW

A background check, a drug/alcohol screening, a physical examination or other pre-employment screening will be required for the job you are applying for and an offer of employment will be contingent upon your passing said examination(s).

EMPLOYMENT HISTORY

PRESENT OR MOST RECENT JOB:

Employer: _____

Location: _____

Kind of Business: _____

Your Title: _____

Name and Title of Supervisor: _____

May we contact your supervisor/employer: Yes No

Described the major functions or duties you performed:

Dates of Employment: _____

Reason for Leaving: _____

SECOND MOST RECENT JOB:

Employer: _____

Location: _____

Kind of Business: _____

Your Title: _____

Name and Title of Supervisor: _____

May we contact your supervisor/employer: Yes No

Described the major functions or duties you performed:

Dates of Employment: _____

Reason for Leaving: _____

REFERENCES

Provide at least three (not related to you) who have known you for at least five (5) years

Name: _____ Phone: _____

Location: _____

Name: _____ Phone: _____

Location: _____

Name: _____ Phone: _____

Location: _____

OTHER

Please share any additional comments that the hiring panel should consider as they review your application:

I hereby certify and represent that all information given on this application and any supporting information is true and complete. I understand that any falsification or material omission of information is grounds for refusal to hire or, if hired, are grounds for termination. I hereby grant the Town of Springerville permission to contact any person or organization and question them about my job-related suitability. I understand that the application with all the its attachments will be the property of the Town of Springerville and considered a public record under the Arizona State law and therefore subject to release without notice. **I will keep the Town Clerk advised about any changes of address or telephone number so long as I am employed or being considered for employment by the Town of Springerville.**

Signature: _____ Date: _____

Date Application Received: _____