

**APPLICATION
FOR EMPLOYMENT**

CITY OF ALAMOSA
P.O. Box 419
Alamosa, CO 81101
(719) 589-2593
www.cityofalamosa.org

The City of Alamosa is an Equal Opportunity Employer and will consider all applications without regard to race, marital status, sex, age, color, religion, national origin, veteran status, disability or any other characteristic protected by law.

(Please Print or Type)

Position(s) applied for:	Wage/salary expected for this position:	Date of application:
How Did You Learn About Us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Walk-In <input type="checkbox"/> Employment Agency <input type="checkbox"/> Relative <input type="checkbox"/> Other		

Last Name	First Name	Middle Name		
Address	Street	City	State	Zip Code
Telephone Number(s)		Email Address		

Are you 18 years of age or older? Yes No

Have you ever filed an application with us before? Yes No

If Yes, give date and reason for leaving: _____

Have you ever been employed with us before? Yes No

If Yes, give date: _____

Are you related to any current City of Alamosa employee? Yes No

If Yes, state who and describe your relationship: _____

Are you able to be lawfully employed in this country? Yes No

On what date would you be available for work? _____

Do you have a valid driver license? Yes No License # _____ State _____

Are you available to work: Full Time Part Time Shift Work Temporary

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if required? Yes No

EDUCATION

	Name and Address of School	Course of Study	# of Years Completed	Diploma or Degree Received
High School				
Undergraduate College or University				
Other (Specify)				

Indicate any foreign languages you can speak, read and/or write.

	Fluent	Good	Fair
Speak			
Read			

Write			
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Describe any specialized training, apprenticeship, and skills which make you a good candidate for this job:

Describe any job related training received in the United States military:

EMPLOYEMENT EXPERIENCE

Start with your present or last job. Include any job related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status. This section must be completed, even if resume is attached.

Employer	<u>Dates Employed</u> From	WORK PERFORMED
Address		
Telephone Number(s)	To	
Job Title Supervisor		
Reason for Leaving:		

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Address		
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Address		

Telephone Number(s)	To	
Job Title	Supervisor	
Reason for Leaving:		

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

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.

ADDITIONAL INFORMATION

Other Qualifications

Summarize special job related skills and qualifications acquired from employment or other experience.

Specialized Skills-List Skills/Equipment Operated

Computer Hardware/Software	Office Equipment	Other(list)

State any additional information you feel may be helpful to us in considering your application.

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 description of the activities involved in such a job or occupation is attached.

Yes No

REFERENCES

(Name) (Phone #)

(Address)

(Name) (Phone #)

(Address)

(Name) (Phone #)

(Address)

APPLICATION FORM WAIVER

All information contained in the application is subject to verification. The City of Alamosa will conduct background checks including, but not limited to, work references, driving records, criminal background records, and educational attainment.

I understand an employment offer is contingent upon successful completion of a pre-employment alcohol/drug test, review of work references, and the results of a background check.

I understand that specific positions at the City of Alamosa require proof of an acceptable driving record and that maintaining an acceptable driving record is a condition of continued employment.

I understand that the CITY OF ALAMOSA-EMPLOYEES ("the Organization") may obtain information about me from a consumer reporting agency for consideration of employment with the Organization. Thus, I may be the subject of a "consumer report" which may include information about my character, general reputation, personal characteristics, and/or mode of living. I understand that the reports may contain information regarding any criminal history, motor vehicle records ("driving records"), or other background checks. Please be advised that the nature and scope of the most common form of consumer report obtained with regard to applicants for employment, or continued employment is a criminal record report conducted by Background Investigation Bureau, LLC, ("BIB"), 9710 Northcross Center Court, Huntersville, NC 28078, (877) 439-3900.

I also understand that in the event I am placed in a job which does serve youth my name, date of birth, and social security number will be submitted annually to check for any criminal history record information pertaining to me, as a condition of my continued employment and that finding of information determined to be inappropriate will result in my immediate dismissal or discharge.

If employed, I agree to provide proof of identity, relevant licensure or credentials, and authorization for employment in the United States.

If employed, I agree to abide by all policies, regulations, and guidelines established by the City of Alamosa.

I certify that all the information provided herein is true and complete to the best of my knowledge. I agree and understand that omissions, misstatements, and falsifications will cause forfeiture on my part of all eligibility to any employment with the City of Alamosa and may be cause for rejection of this application, removal of my name from eligibility lists, or discharge from City service.

In addition, I give the City of Alamosa the right to investigate and verify any information obtained through the application process. Permission is granted and I release from any and all liability any employer, agency or individual assisting the City of Alamosa in providing relevant, job-related information that will assist in this process.

I understand and acknowledge that unless otherwise defined by applicable law, any employment relationship with the City of Alamosa is an “at-will” nature, which means that the employee may resign at any time and the City may discharge an employee at any time with or without cause. It is further understood that this “at-will” employment relationship may not be changed by any written document or by conduct unless an authorized executive of this organization specifically acknowledges such change in writing.

I have read and understand the “Application Form Waiver” and I am acknowledging same by my dated signature hereafter.

Signature:

Date:
