



**CITY OF WILLIAMS**  
**APPLICATION FOR EMPLOYMENT**

Equal access to programs, services and employment is available to all persons. Applicants requiring reasonable accommodation for the application and/or interview process should notify the Human Resource Director at (928) 635.4451

Position applied for: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(Mailing Address)

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Have you ever been employed here before? Circle one. Yes / No

If yes, give dates and positions: \_\_\_\_\_  
\_\_\_\_\_

Are you legally eligible for employment in this country? Circle one. Yes / No

Dates available for work: \_\_\_\_\_

Type of employment desired: Circle desire. Full-time / Part-time / Temporary / Seasonal

Are you able to meet the attendance requirements of the position: Circle one. Yes / No

Have you ever pled "Guilty" or "No Contest", or been convicted of a crime: Circle one. Yes / No

If yes, please provide dates and details: \_\_\_\_\_

*Answering "yes" to these questions does not continue an automatic bare to employment. Factors such as the date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.*

Drivers license number if driving is an essential job function: \_\_\_\_\_

**Skills and Qualifications:**

Summarize any training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position you are applying for: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Educational Background:** *(If job related)*

School (Include City and State)	Number of Years	Level of Completion	Course of Study
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



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**Employment History:** Starting with your most recent employer, assignments or volunteer activities please provide the following information for the last 10 years:

From: _____	To: _____
Starting job title: _____	Final job title: _____
Salary: _____	
Immediate supervisor/title: _____	
May we contact for reference: Circle one. Yes / No / Later	
Reason for leaving: _____	
Employer: _____	Phone: _____
Address: _____	
Summarize the nature of work performed and job responsibilities:	
_____	
_____	
_____	

From: _____	To: _____
Starting job title: _____	Final job title: _____
Salary: _____	
Immediate supervisor/title: _____	
May we contact for reference: Circle one. Yes / No / Later	
Reason for leaving: _____	
Employer: _____	Phone: _____
Address: _____	
Summarize the nature of work performed and job responsibilities:	
_____	
_____	
_____	

From: _____	To: _____
Starting job title: _____	Final job title: _____
Salary: _____	
Immediate supervisor/title: _____	
May we contact for reference: Circle one. Yes / No / Later	
Reason for leaving: _____	
Employer: _____	Phone: _____
Address: _____	
Summarize the nature of work performed and job responsibilities:	
_____	
_____	
_____	



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**References:**

Name	Title	Relationship	Phone	Number of years known

**Applicant Statement**

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete, and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain all information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by name in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representative, for seeking, gathering, and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this the employer does not unlawfully discriminate in employment and no questions on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for 30 days.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no superiors or representative of the employer is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the City Manager.

I understand that if any information provided by me if found to be false, incomplete or misrepresented in any respect, will be sufficient cause to cease consideration of this application or immediately discharge me from the employer's service, whenever discovered.

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

Name: \_\_\_\_\_ Date: \_\_\_\_\_