*POLITE,*
*PROFESSIONAL,*
*PROGRESSIVE.*

**Return to :**
**CITY OF RUPERT**
624 F Street
P.O. Box 426
Rupert, Idaho 83350
*(208) 436-9600*
*(208) 436-9920* fax
info@rupert.id.us

# APPLICATION FOR EMPLOYMENT

**♦♦♦ Please type or print clearly in ink ♦♦♦**

**POSITION APPLIED FOR:** _____ **DATE:** ____ /____ /____

**NAME:** _____ / _____
Last First Middle (List any other names previously used or known by)

**ADDRESS:** _____
Street/P.O. Box City State Zip Code

**TELEPHONE NUMBER:** (____) _____ **SOCIAL SECURITY NUMBER:** _____

**E-MAIL :** _____ **DRIVER'S LICENSE #:** _____ **STATE:** _____

May we contact you at work? ❑YES ❑NO Work Number: (____) _____ Best time to call: _____

If you are under 18, can you furnish a work permit?.....❑YES ❑NO

Have you ever been employed by the City of Rupert?.....❑YES ❑NO
If yes, give dates: from _____ to _____

Are you related to any City employee or elected City official?.....❑YES ❑NO
If yes, who and what is the relationship? _____

Are you legally eligible for employment in the United States?.....❑YES ❑NO
(Proof of U.S. citizenship or immigration stautus will be required upon employment)

Date available for work: ____ /____ /____

If required by the City, will you undergo a pre-employment physical?.....❑YES ❑NO

Have you ever been convicted of a felony?.....❑YES ❑NO
(Such conviction may be relevant if job-related, but does not bar you from employment)
If yes, please explain: _____
_____

Do you have a high school diploma or G.E.D. equivalent?.....❑YES ❑NO
If G.E.D, when and where was it obtained? _____

How did you learn of this position? ❑Newspaper ❑Friend/Family ❑Other _____

**The City of Rupert is an EQUAL OPPORTUNITY EMPLOYER**

# EMPLOYMENT/WORK HISTORY

List your last four employers, assignments or volunteer activities; starting with the most recent, including military experience. Explain any gaps in employment in the *COMMENTS* section. You may attach a resume, BUT a resume is not a substiitute for filling out this part of the application.

| | | |
|---|---|---|
| **Employer:** | **Telephone:** | **Dates Employed** |
| **Address:** | | From: |
| **Job Title:** | | To: |
| **Immediate Supervisor/Title:** | | **Hourly Rate/Salary** |
| **Reason for Leaving:** | | Start: |
| **Job responsibilties:** | | Final: |
| | | Hours Worked Per Week: |

| | | |
|---|---|---|
| **Employer:** | **Telephone:** | **Dates Employed** |
| **Address:** | | From: |
| **Job Title:** | | To: |
| **Immediate Supervisor/Title:** | | **Hourly Rate/Salary** |
| **Reason for Leaving:** | | Start: |
| **Job responsibilties:** | | Final: |
| | | Hours Worked Per Week: |

| | | |
|---|---|---|
| **Employer:** | **Telephone:** | **Dates Employed** |
| **Address:** | | From: |
| **Job Title:** | | To: |
| **Immediate Supervisor/Title:** | | **Hourly Rate/Salary** |
| **Reason for Leaving:** | | Start: |
| **Job responsibilties:** | | Final: |
| | | Hours Worked Per Week: |

| | | |
|---|---|---|
| **Employer:** | **Telephone:** | **Dates Employed** |
| **Address:** | | From: |
| **Job Title:** | | To: |
| **Immediate Supervisor/Title:** | | **Hourly Rate/Salary** |
| **Reason for Leaving:** | | Start: |
| **Job responsibilties:** | | Final: |
| | | Hours Worked Per Week: |

**COMMENTS:**

# EDUCATIONAL BACKGROUND

| List schools attended, including high school, starting with the most recent. | Years completed | Degree or diploma earned, if any | Grade Point Avg. or Class Rank | Major Subjects |
|---|---|---|---|---|
| 1) | | | | |
| 2) | | | | |
| 3) | | | | |
| 4) | | | | |

# LANGUAGE

List the language(s) you use (English, Spanish, German, etc.) and check the boxes that describe your skill level:

| | | | |
|---|---|---|---|
| 1) | ❑Read | ❑Speak | ❑Write |
| 2) | ❑Read | ❑Speak | ❑Write |
| 3) | ❑Read | ❑Speak | ❑Write |

# SKILLS AND QUALIFICATIONS

Summarize special skills and qualfications acquired from employment or from other experiences that may qualify you for work with the City.

Typing _____ wpm

Do you have a current Commercial Drivers License (CDL)? ❑YES ❑NO

Shorthand _____ wpm

List any certifications you have: _____

Describe your proficiency with computer hardware and software (list software): _____

Other skills and qualifications:

# REFERENCES

List three school, work or other personal references not related to you.

| | Name | Title | Telephone | Years Known |
|---|---|---|---|---|
| 1) | | | | |
| 2) | | | | |
| 3) | | | | |

# ADDITIONAL INFORMATION

Using only the space provided below, explain what interests you in working for the City of Rupert:

# PLEASE READ AND SIGN THE STATEMENTS BELOW

(Unsigned applications will be discarded and not be considered)

## APPLICATION FOR EMPLOYMENT

The facts set forth in my application for employment are true and complete, to the best of my knowledge. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. I authorize any of my previous employers, schools, or persons named as references to give any information regarding employment or educational record. I agree that the City of Rupert and my previous employers shall not be held liable in any respect if a job offer is not extended, is withdrawn, or my employment is terminated because of false statements, omissions or answers made by me on this application or for any information provided by them.

**NOTE: I hereby understand and agree that if hired by the City of Rupert, I will be considered an "at-will" employee and I may be removed at any time, with or without cause.**

Applicant Signature: _____ Date: _____

## DRUG SCREENING ACKNOWLEDGEMENT AND AGREEMENT

By my signature below, I understand and agree that if considered for employment with the City of Rupert, I will be required to submit to a drug screeening trest in the form of a urinalysis or blood test, as a condition of hire. This drug screening will be paid for by the City of Rupert.

My signature below also serves to acknowledge and agree to the fact that if I receive a **preliminary** offer of employment with the City of Rupert, and accept it, one factor that must be met PRIOR to a **final** offer of employment being made is the successful completion of a drug screening test. Successful completion of a drug screening test is defined as test results showing no trace of drugs. If successful completion of a drug screening test is not obtained, I understand I will not be eligible for hire with the City of Rupert.

Applicant Signature: _____ Date: _____

## AUTHORIZATION FOR RELEASE OF CRIMINAL ARRESTS AND DRIVING RECORD

I hereby authorize all law enforcement agencies, courts of law, and motor vehicle departments of any state in which I reside, or have resided, to provide information requested by the City of Rupert. I release all of these agencies from any liability due to releasing this information. I further authorize the City of Rupert to conduct this background investigation.

Applicant Signature: _____ Date: _____

**The City of Rupert is prepared to make reasonable accomodations for applicants with a disability. If called for an interview, please advise the person calling of any accomodations that you may need.**