

City of Alliance Application for Employment



The City of Alliance is an equal opportunity employer. We consider applications for all positions without regard to race, color, religion, national origin, age, disability, marital status, military status, sex, sexual orientation, gender, gender identity, pregnancy, citizenship status, genetic information or any other legally protected status.

Position Applying for: _____ Date: _____

What type of employment are you seeking? Full-time Part-time Seasonal/Temp.

Applicant Information

Full Name: _____
Last
First
M. I.
Date of Availability

Address: _____
Street Address
Apartment/Unit #

City
State
ZIP Code

() _____
Phone
Email - We will contact you via email regarding this application

	YES	NO
1. Are you authorized to work in the U. S.?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are you over the age of 17?	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you ever worked for the City of Alliance?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are you currently on "lay-off" status subject to recall?	<input type="checkbox"/>	<input type="checkbox"/>
5. To the best of your knowledge, are any of your relatives (by blood or marriage) currently employed at the City of Alliance?	<input type="checkbox"/>	<input type="checkbox"/>
6. Employment of Minors: If you are 17 years of age or younger, please provide your current age as some positions have a minimum age requirement. _____		

Veterans Preference Law

If this position is subject to a veteran's preference, are you eligible for and requesting a veteran's preference? Yes

[A veteran requesting preference must submit with their Application for Employment a copy of the veteran's Department of Defense Form 214. A spouse of a veteran requesting preference must submit with his/her application for employment a copy of the veteran's Department of Defense Form 214, a copy of the veteran's disability verification from the United States Department of Veteran Affairs demonstrating a 100 percent permanent disability rating, and proof of marriage to the veteran. Other qualifications may apply.]

Education

	YES	NO	
High School or Equivalent: _____	<input type="checkbox"/>	<input type="checkbox"/>	Degree: _____
College: _____	<input type="checkbox"/>	<input type="checkbox"/>	Degree: _____
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	Degree: _____

Describe specialized training, apprenticeship, skills and extracurricular activities that may apply to the position:

What about this position interests you?

Employment History

Please include your employment history. Start with your most recent job, including current position, and any job-related assignments or volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

Company: _____ ()
Phone: _____

Address: _____
Address City State Zip Code

Job Title: _____ Starting Wage: \$ _____ Ending Wage: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Company: _____ ()
Phone: _____

Address: _____
Address City State Zip Code

Job Title: _____ Starting Wage: \$ _____ Ending Wage: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Company: _____ ()
Phone: _____

Address: _____
Address City State Zip Code

Job Title: _____ Starting Wage: \$ _____ Ending Wage: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

	YES	NO
Have you ever been discharged or forced to resign from any position on the basis of unsatisfactory performance?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever resigned in-lieu of termination?	<input type="checkbox"/>	<input type="checkbox"/>

If yes, give details in the space provided or on a separate sheet including the name of the employer, approximate dates, and reason in each case.

If presently employed, why do you desire to change your position?

Professional References

Examples of professional references includes supervisors, co-workers, teachers, someone you volunteer for/with.

Name: _____ Relationship _____

Company: _____ () _____
Phone: _____

E-mail: _____

Name: _____ Relationship _____

Company: _____ () _____
Phone: _____

E-mail: _____

Name: _____ Relationship _____

Company: _____ () _____
Phone: _____

E-mail: _____

Special Skills and Qualifications: *Please provide additional skills that might help you in this position.*

Referral Source: Newspaper City Website In-Person Social Media City Employee Name: _____

Disclaimer, Acknowledgment and Signature

I acknowledge that if hired by the City of Alliance, employment is on an at-will basis. This means the City of Alliance is free to terminate my employment at any time, with or without cause or advance notice, in accordance with state law, and acceptance of employment is not a contract of employment for any specified time. Similarly, I am free to terminate my employment with the City of Alliance at any time for any reason. I agree to follow the rules and regulations of the City of Alliance, and I understand that the City of Alliance has complete discretion to modify such rules and regulations at any time, except that it will not modify its policy of employment at-will.

I authorize the City of Alliance or its agents to confirm all statements contained in this application and/or resume as it relates to the position I am seeking and to the extent permitted by federal, state, or local law. Additionally, I authorize the City of Alliance to complete a preliminary background investigation to determine if I qualify for the position I am applying, including employment verification and reference checks. I understand I will need to provide documentation verifying my identity and employment eligibility in the United States. I understand my application is valid for 45 days. I understand that submitting an incomplete application may disqualify me from consideration for the position I am applying.

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

I hereby give consent to any and all prior employers of mine to provide information regarding my employment with prior employers and references identified in this application.

Signature: _____ Date: _____

(Typing your full name constitutes a signature)