



Application for Employment

This application is good for 90 days or until the position is filled.

City of Kimball assures equal employment opportunity to applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex, age, marital status, pregnancy, mental or physical disability, genetic information, religion, military status, gender identity, sexual orientation, or any other prohibited basis of discrimination, as provided under applicable state and federal law.

Applicant's Name (Last, First, Middle Initial): _____

Street Address: _____

City, State, Zip Code: _____

Email: _____

Telephone Number: _____

How did you learn about the job you have applied for? (Be specific as to the source.) _____

Are you legally authorized to work in the United States? Yes No

This position is subject to a veteran's preference. Are you eligible for and requesting a veteran's preference? Yes

Type of Work Desired (CHECK ALL THAT APPLY):

Full-Time Part-Time Regular Temporary

Position Applied For: _____ Date Available for Work _____

Have you ever been employed here before? Yes No If yes, give date: _____

Have you filed an application here before? Yes No If yes, give date: _____

List below the positions you have held, starting with your present employment. If more than one position or classification has been held with a given organization, list each position or classification as a separate period of employment. Under "Specific Duties," describe clearly the tasks you performed and the nature of your supervisory, technical, or other responsibilities. Your employment history may be verified by contacting previous employers. Volunteer, military, or unpaid experience will be evaluated in the same manner as paid employment and should be entered in the same manner. If you need more space, attach a separate sheet of paper.

Employment Information	Description of Duties
Employer/Kind of Business	Position Title
Street Address	Specific Duties
Immediate Supervisor/Title	Telephone Number
Dates of Employment (Month/Year) From: _____ To: _____	Hourly Rate/Salary Starting: _____ Final: _____
Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/>	

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Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/>	
Reason for Leaving	
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Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/>	
Reason for Leaving	

Please list education or specialized experience that relates to the position(s) for which you are applying. Exclude names or terms that indicate, for example, race, color, religion, sex, disability, or national origin.

Circle Highest Grade Completed: 6 7 8 9 10 11 12 **College:** 1 2 3 4 5 ___ **Did You Graduate?** ___Yes ___No

If required by the job you have applied for, have you had training/course work or experience in (please check those that apply):

- Typing Word Processing Data Entry PC/Computer Terminal
 Calculator/Adding Machine Dictation Equipment Shorthand/Speedwriting

Please list any other types of equipment you can operate or skills you possess, which you feel would be an asset in the position for which you are applying: _____

Have you ever been convicted of, pleaded guilty to, pleaded no contest or nolo contendere to, been paroled for, received probation or deferred judgment for, or received a suspended imposition/execution of sentence or judgment for any felony or misdemeanor (other than a minor traffic violation) in any jurisdiction? Yes No

Do you have any pending criminal charges in any jurisdiction (other than a minor traffic violation) that have not yet been fully resolved or disposed of? Yes No

If yes to either question, please provide details (date, jurisdiction, crime involved, disposition, current status, etc.):

(Conviction or pending arrest will not necessarily disqualify you from employment. The recency, severity, and pertinence of the conviction or pending arrest to the job will all be considered.)

These answers are true and complete to the best of my knowledge. I understand that any false, omitted, or misleading information in connection with this application or during the interview process will result in rejection of my application or termination of my employment if I am hired, regardless of when discovered.

I authorize the City to make a thorough investigation of my past employment, education, criminal history, job-related activities, and other relevant background information, and I release from all liability all persons, companies, and corporations providing such information, either in writing or orally. I also indemnify the City against any liability that might result from making such investigation. Furthermore, I authorize the City to supply my employment record, in its sole discretion, in whole or in part, to any prospective employer, government agency, or other party with an interest that the City deems appropriate.

Additionally, I understand that nothing contained in this employment application or in the granting of an interview is intended to create a contract between City of Kimball and myself for either employment or for the providing of any benefit arising from employment. No promises regarding employment have been made to me. I understand that if an employment relationship is established, I have the right to terminate my employment at any time and City of Kimball retains the same right, regardless of any oral representations to the contrary.

**SIGN
HERE**

Applicant's Signature

Date

NOTE: UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED.