

City of Jamestown, ND



DATE:

Application for Employment

The City of Jamestown is an Equal Opportunity Employer

We consider applications for all positions without regard to race, gender, creed, religion, sexual orientation, national or ethnic origin or any other legally protected status.

PLEASE TYPE OR PRINT: Complete the entire application. If you fail to complete all questions your application will be deemed incomplete and may be rejected. You may attach a resume.

Position Applying For: Name (Last, First, Middle):

Street Address: City, State & ZIP:

Home Phone: Work Phone:

(Optional)

Cell Phone: Email Address:

Best time to contact you? Are you eligible to work in the US?

Can you travel if the job requires it?

Are you 18 years of age or older? If 'No', what is your current age?

Are you currently employed by the City of Jamestown? If 'Yes', what is your current job title?

Have you ever been employed by the City of Jamestown?

If 'Yes', list dates of employment & reason for leaving:

Are you related to any current City of Jamestown employee?

If 'Yes', their name and relationship:

If required, do you have a valid driver's license?

If 'Yes', State of issuance, license number and expiration date:

How did you learn about this employment opportunity?

Date available to work: Desired salary range (monthly):

Education:

Name of School	City/State	Course of Study	Degree Received	Major

Other credentials; licenses, professional affiliations, etc., which are relevant to the job for which you are applying.

SKILLS: Please list technical skills, clerical skills, trade skills, etc., relevant to the position. Include relevant computer systems and software packages of which you have a working knowledge and note your level of proficiency (basic, intermediate or expert).

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

Have you ever been convicted of a misdemeanor or a felony, or had a deferred imposition of sentence?

If so, name charge for which you were convicted, case number, offense date, conviction date and jurisdiction.

VETERAN ELIGIBILITY: You must be a North Dakota resident and have served in the active military forces during a period of war or received the armed forces expeditionary or other campaign service medal during an emergency condition and must have been released under other than dishonorable conditions. *See NDCC 39-19.1 et Seq.*

Do you claim Veteran's Preference?

(If 'Yes', you must attach a DD-214, Report of Separation)

Do you claim Disabled Veteran's Preference?

(If 'Yes', you must attach a DD-214, Report of Separation and a letter less than one year old from the US Department of Veterans Affairs indicating disability.)

May we contact your current employer?

WORK EXPERIENCE: Please detail your work history. Begin with your **current** or most recent employer. Attach additional sheets if necessary and please explain any gaps in employment. Include full-time military or volunteer commitments. **DO NOT complete this information with the notation "See Resume"**. The City of Jamestown reserves the right to contact all current and former employers for reference information.

Employer: Address:

Phone Number: Your Job Title:

Supervisor: Dates Employed:

Starting Hourly Rate/Salary: Final Hourly Rate/Salary:

Work Performed:

Reason For Leaving:

=====

Employer: Address:

Phone Number: Your Job Title:

Supervisor: Dates Employed:

Starting Hourly Rate/Salary: Final Hourly Rate/Salary:

Work Performed:

Reason For Leaving:

Employer:

Address:

Phone Number:

Your Job Title:

Supervisor:

Dates Employed:

Starting Hourly Rate/Salary:

Final Hourly Rate/Salary:

Work Performed:

Reason For Leaving:

Employer:

Address:

Phone Number:

Your Job Title:

Supervisor:

Dates Employed:

Starting Hourly Rate/Salary:

Final Hourly Rate/Salary:

Work Performed:

Reason For Leaving:

If you need additional space, please reproduce this page or continue on a separate sheet of paper.

REFERENCES:

Name: Phone Number:

Address:

=====

Name: Phone Number:

Address:

=====

Name: Phone Number:

Address:

Are you available to work full-time?

Are you available to work part-time? Morning Afternoon Evening/Nights

PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.

I certify that the information in this application and its supporting documents is accurate and complete. I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date. I authorize the City of Jamestown to investigate, without liability, all statements contained in this application and supporting materials. I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment. If requested, I agree to submit to a physical exam, criminal and credit background investigation, and /or screening for illegal substances upon conditional offer of employment. I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. I understand that staff employees of the City of Jamestown serve at will, and the employment relationship may be terminated at any time by either party, for any or no reason, other than a reason prohibited by law. If employed, I will be required to furnish proof of eligibility to work in the United States, to file a State security questionnaire and State loyalty oath, and to comply with company and departmental regulations. I understand that if employed on a temporary basis, I would be paid for only hours worked, and would be ineligible for benefits including paid time off. If employed on a regular, benefits-eligible basis, I understand that I would be required to make mandatory contributions to the City of Jamestown Retirement System or to an optional retirement program, if applicable. I understand that any benefits I receive may be subject to change or discontinuation at any time without prior notice. I understand that the first SIX MONTHS of regular employment represent a trial period, during which I would not be eligible to apply for transfer or promotion and during which I may be terminated without right of appeal.

By signing below, you are confirming that the above statements are true.

Applicant Signature:

Date:

You may submit the application in person at City Hall or mail the application to City of Jamestown, Attn: Jay Sveum, 102 3rd Ave SE, Jamestown, ND 58401, or by email to: jsveum@jamestownnd.gov

US Equal Employment Opportunity

The City of Jamestown encourages all applicants, as well as current employees who have not previously done so, to fill out the following Equal Employment Opportunity survey. This information is kept separate from your application and/or personnel file and is for statistical purposes only. The information you submit in this survey will not be taken into consideration when hiring. Submission of this information is completely voluntary and will be kept confidential.

Name:

Job Title/Position Applying For:

Position Status:

Sex:

Race/Ethnicity:

If 'Other' is chosen, please specify:

Thank you for your response. Your cooperation will allow the City of Jamestown to be compliant with Public Law 88-352, Title VII of the Civic Rights Act of 1964 as well as complying with rules and regulations set for the by the US Equal Opportunity Commission. For more information, please visit the official we site for the EEOC located at <http://www.eeoc.gov/>

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