



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.

When complete, you may submit the completed application by mail or in person to City Hall; 102 3rd Ave SE, Jamestown, ND 58401, or email it to JSveum@JamestownND.gov

Position Applying For: _____

Name: (Last, First, Middle): _____

Street Address: _____ Cell Phone: _____

City, State & ZIP: _____ Home Phone: _____

Email Address: _____ Work Phone: _____

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

Can you travel if the job requires it? Yes ____ or No ____

Are you 18 years of age or older? Yes ____ If not, what is your current age? _____

Are you currently employed by the City of Jamestown? Yes ____ or No ____

- If so, what is your current job title? _____

Have you ever been employed by the City of Jamestown? Yes ____ or No ____

- If so, list dates of employment & reason for leaving: _____

Are you related to any current City of Jamestown employee? Yes ____ or No ____

- If so, their name and relationship: _____

If required, do you have a valid driver's license? Yes ____ or No ____

- If so, State of issuance, license number and expiration date: _____

How did you hear about this employment opportunity? _____

Are you applying for: Full-Time ____ or Part-time ____

If hired, when are you available to start? _____ Desired salary range (monthly): _____

Best time to contact you? Morning Afternoon Evening Specific Time: _____

EDUCATION/TRAINING- Include Technical/Academic Achievements/Courses

High School: _____ **Address:** _____

From: _____ To: _____ Did you receive a Diploma? (High School or GED) Yes _____ or No _____

Post-Secondary School: _____ **Address:** _____

From: _____ To: _____ Did you receive a Certificate or Diploma? Yes _____ or No _____

Degree(s) acquired: _____

Other: _____ **Address:** _____

From: _____ To: _____ Did you receive a Certificate or Diploma? Yes _____ or No _____

Degree(s) acquired: _____

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

SKILLS & QUALIFICATIONS: 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.

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Have you ever been convicted of a misdemeanor or a felony, or had a deferred imposition of sentence? Yes _____ or No _____

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 N.D.C.C. Sec 37-19.1-02 through 37-19.1-04.]

Do you claim Veteran's Preference? Yes _____ or No _____

If so, you must attach a DD-214, *Report of Separation* [See N.D.C.C. Sec 37-19.1-02(a).]

Do you claim Disabled Veteran's Preference? Yes _____ or No _____

If so, 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. [See N.D.C.C. Sec 37-19.1-02(b).]

EMPLOYMENT HISTORY: Begin with your **current** or most recent employer. Attach additional sheets if necessary and explain any gaps in employment history. 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: _____

Job Title: _____

Supervisor's Name: _____

Dates Employed: _____

Supervisor's Email: _____

Starting Hourly Rate/Salary: _____

Final Hourly Rate/Salary: _____

Work Performed: _____

Reason for Leaving: _____

May we contact your current employer? Yes _____ or No _____

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Employer: _____

Address: _____

Phone Number: _____

Job Title: _____

Supervisor's Name: _____

Dates Employed: _____

Supervisor's Email: _____

Final Hourly Rate/Salary: _____

Work Performed: _____

Reason for Leaving: _____

May we contact this former employer? Yes _____ or No _____

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Employer: _____

Address: _____

Phone Number: _____

Job Title: _____

Supervisor's Name: _____

Dates Employed: _____

Supervisor's Email: _____

Final Hourly Rate/Salary: _____

Work Performed: _____

Reason for Leaving: _____

May we contact this former employer? Yes _____ or No _____

**If additional space is needed, please continue on a separate sheet of paper.*

REFERENCES:

Name: _____

Phone Number: _____

Address: _____

City, State & ZIP _____

Email Address: _____

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Name: _____

Phone Number: _____

Address: _____

City, State & ZIP _____

Email Address: _____

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Name: _____

Phone Number: _____

Address: _____

City, State & ZIP _____

Email Address: _____

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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 fully respond to any inquiry in connection with this application for employment. If requested, I agree to submit to a physical exam, a criminal and credit background investigation, and /or a 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 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 City of Jamestown and departmental regulations. I understand that if employed on a temporary basis, I would only be paid for hours worked, and would be ineligible for benefits including paid leave. If employed on a regular, benefits-eligible basis, I understand that I would be required to contribute 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, I confirm that the above statements are true.

Applicant Signature: _____

Date: _____

Submission of this information is completely voluntary and will be kept confidential.

U.S. Equal Employment Opportunity

The City of Jamestown encourages all applicants, as well as current employees who have not previously done so, to complete 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.

Full Name: _____

Job Title / Position Applying For: _____

Position Status: Full Time _____ Part Time _____

Gender: Male: _____ Female: _____ Choose not to answer: _____

Race/Ethnicity:

_____ White / Caucasian (non-Hispanic)

_____ Hispanic / Latino

_____ Black / African American

_____ American Indian or Alaskan Native

_____ Native Hawaiian or Pacific Islander

_____ Asian

_____ If 'other' (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/>