

# The City of Alliance Application for Employment

The City of Alliance is an Equal Opportunity Employer and provider of ADA services.

POSITION:

DEPARTMENT:

Please submit one application per position to the address indicated on the job posting. Copies are acceptable. Applications lacking sufficient information will not be processed. Please ensure your application is received or postmarked by the closing date, as required by the hiring department. Please be sure to complete the entire application. Also note that once submitted to a governmental agency, this completed form will be subject to all applicable public records laws.

## PLEASE TYPE OR PRINT IN INK

NAME: (Last, First, Middle)

DATE OF BIRTH – Year Not Required

Month

Day

ADDRESS: (Street, City, State, ZIP Code)

HOME PHONE:

ALTERNATE PHONE:

E-MAIL ADDRESS:

DRIVER'S LICENSE:

LEGAL RIGHT TO WORK IN THE U.S.:

Yes  No  CDL  CLASS

Yes  No

## PREFERENCES

PREFERRED SALARY:

ARE YOU WILLING TO RELOCATE?

Yes  No

WHAT TYPE OF JOB ARE YOU LOOKING FOR?

Regular  Temporary/Seasonal  Full-Time  Part-Time  Contract

SHIFTS YOU WILL ACCEPT:

Day  Afternoon  Night  Rotating  Weekends  On Call (as needed)

## EDUCATION

HIGH SCHOOL NAME:

LOCATION: (City, State)

DID YOU GRADUATE:

Yes  No

CHECK YEAR COMPLETED:

OBTAINED GED?

9  10  11  12

Yes  No

**EDUCATION (CONTINUED)**

SCHOOL NAME: (College/University)	LOCATION: (City, State)
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CHECK YEAR COMPLETED:	DID YOU GRADUATE?	MAJOR:
<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	<input type="checkbox"/> Yes <input type="checkbox"/> No	

DEGREE RECEIVED:	NUMBER OF QUARTER/SEMESTER HOURS COMPLETED:
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SCHOOL NAME: (College/University)	LOCATION: (City, State)
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CHECK YEAR COMPLETED:	DID YOU GRADUATE?	MAJOR:
<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	<input type="checkbox"/> Yes <input type="checkbox"/> No	

DEGREE RECEIVED:	NUMBER OF QUARTER/SEMESTER HOURS COMPLETED:
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**EMPLOYMENT HISTORY**

Please list your work experience beginning with your most recent employment. Military experience may also be included as employment. **NOTE:** To be considered for employment, you must fill in the information below, accurately and completely. You may submit a resume in addition to completing this section. If you need additional space, attach extra sheets to this application.

DATES:	EMPLOYER:	POSITION TITLE:
From: To:		

ADDRESS: (Street, City, ZIP Code)
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COMPANY URL:	PHONE NUMBER:	SUPERVISOR:
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HOURS PER WEEK:	SALARY:	MAY WE CONTACT THIS EMPLOYER:
		<input type="checkbox"/> Yes <input type="checkbox"/> No

DUTIES:
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REASON FOR LEAVING:
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**EMPLOYMENT HISTORY (CONTINUED)**

<b>DATES:</b> From:                      To:	<b>EMPLOYER:</b>	<b>POSITION TITLE:</b>
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**ADDRESS: (Street, City, ZIP Code)**

<b>COMPANY URL:</b>	<b>PHONE NUMBER:</b>	<b>SUPERVISOR:</b>
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<b>HOURS PER WEEK:</b>	<b>SALARY:</b>	<b>MAY WE CONTACT THIS EMPLOYER:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
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**DUTIES:**

**REASON FOR LEAVING:**

<b>DATES:</b> From:                      To:	<b>EMPLOYER:</b>	<b>POSITION TITLE:</b>
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**ADDRESS: (Street, City, ZIP Code)**

<b>COMPANY URL:</b>	<b>PHONE NUMBER:</b>	<b>SUPERVISOR:</b>
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<b>HOURS PER WEEK:</b>	<b>SALARY:</b>	<b>MAY WE CONTACT THIS EMPLOYER:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
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**DUTIES:**

**REASON FOR LEAVING:**

**CERTIFICATES AND LICENSES**

TYPE:	
LICENSE NUMBER:	ISSUING AGENCY:

TYPE	
LICENSE NUMBER:	ISSUING AGENCY:

**SKILLS**

OFFICE SKILLS:
COMPUTER SKILLS:
OTHER SKILLS:
LANGUAGE(S):

The purpose of questions 1-8 is to obtain information relevant to employment with the City of Alliance. Responses to these questions are required.

1. Please indicate your county of residence.
2. Summary of Qualifications – In the area below, briefly describe the experience, education, training and other factors that qualify you for the position for which you are applying. Refer to the Minimum Qualifications and any position-specific qualifications posted for this position. If you need additional space, attach an extra sheet to this application.
3. In the last 24 months have you participated in any volunteer activities? Please provide details.

4. Are you a current City of Alliance employee?

Yes, I'm a permanent employee

Yes, I'm a part time employee

Yes, I'm a temporary, seasonal or project employee

No, I'm not a City of Alliance employee

5. If you are not a current City of Alliance employee, have you ever been employed by the City of Alliance? (If you are a current City of Alliance employee, please select N/A.)

Yes

No

N/A

6. How did you learn about this employment opportunity?

Indeed.com

Facebook

City of Alliance Employee Referral

Twitter

Other Job Board

#### CERTIFICATION

I certify that the answers I have made to all of the questions in this application are true and complete to the best of my knowledge. I understand that if this application is not completed in its entirety, it will not be processed, and I will be automatically disqualified. I understand that I am responsible for the correctness of this application. I also understand that a background check may be required prior to employment and that, in accordance with the Drug-Free Workplace Program, drug testing may be required. I waive all provisions of law forbidding colleges or universities which I attended, or past employers, from disclosing any information which they acquired relevant to my employment. I consent that they may disclose such information to the Administration Office, Human Resources, and/or the agency that holds the vacancy for which I am applying and to appropriate officials for recruitment purposes. I understand that any offer of employment is conditional upon proof of legal authorization to work in the United States as required by the Immigration Reform and Control Act.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**CITY OF ALLIANCE  
EQUAL EMPLOYMENT OPPORTUNITY**

Responses to questions 1-6 are OPTIONAL. These questions are included to assist our equal employment opportunity efforts. Providing this information is VOLUNTARY and will in no way affect the processing of your application or your being considered for employment. Human Resources will process your responses to these confidential questions separately. Responses will be used for statistical purposes only.

Position Applied for:

Date:

Department:

**1. OPTIONAL: Gender**

Male

Female

**2. OPTIONAL: Please select your age group.**

Under 18

40-54

18-25

55-69

26-39

70+

**3. OPTIONAL: Race/Ethnicity**

**WHITE:** All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

**BLACK or AFRICAN AMERICAN:** All persons having origins in any of the Black racial groups of Africa.

**HISPANIC or LATINO:** All persons of Mexican, Puerto Rican, Cuban, Central or South America or other Spanish culture or origin, regardless of race.

**ASIAN:** All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent (for example, China, India, Japan and Korea).

**NATIVE HAWAIIAN or PACIFIC ISLANDER:** All persons having origins in any of the original peoples of the Hawaiian Islands and Pacific Islands (for example, Hawaii, Philippine Islands and Samoa).

**AMERICAN INDIAN or ALASKAN NATIVE:** All persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.

**OTHER:** Please self define.

**4. OPTIONAL: Are you an individual with a physical or mental impairment which substantially limits one or more of your major life activities?**

Yes

No

**5. OPTIONAL: Have you ever served in the U.S. military or uniformed services?**

Yes

No

6. OPTIONAL: If you answered "yes" to the previous question, please indicate if one or more of the following apply:

**DISABLED VETERAN:** A person who has a current service-connected disability as determined by the U.S. Department of Veterans Affairs.

**POST 9-11 ERA VETERAN:** A person who served in the military or uniformed services for any period after September 11, 2001.

**GULF WAR ERA VETERAN:** A person who served in the military or uniformed services for any period between August 2, 1990 and September 10, 2001.

**COLD WAR/PEACETIME ERA VETERAN:** A person who served in the military or uniformed services for any period between May 8, 1975 and August 1, 1990.

**VIETNAM ERA VETERAN:** A person who served in the military or uniformed services for any period between August 5, 1964 and May 7, 1975.