

City of Fayetteville

113 W Mountain
Fayetteville AR, 72701

Application for Employment

JOB APPLICATIONS MUST BE TURNED IN TO THE HUMAN RESOURCES DIVISION.
PLEASE DO NOT TURN IN YOUR APPLICATION ELSEWHERE OR YOU MAY BE
DISQUALIFIED AS A JOB CANDIDATE.

The City of Fayetteville is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status or any other status protected under local, state or federal laws.

Instructions:

Please complete each section of the application fully in blue or black ink. The City of Fayetteville will not accept incomplete applications. Applications may be submitted for any open position.

Position(s) Applied For: _____

NOTE: Applicants are only considered for positions for which they have specifically applied

Date Available for Work: _____

Employment Interests: Full Time
Part Time

Will you work evenings or night shifts? Yes No

Will you work weekends if necessary? Yes No

Personal Information:

Name:

Last First Middle

Address:

Street City State Zip

Email address (optional): _____

Telephone: () _____

Social Security Number: _____

Current Driver's
License

State	License Number	Class and Endorsements	Exp. Date

Are you at least 18 years of age? Yes No

If no, are you at least 16 years of age? _____

Education:

Did you graduate High School or receive a GED?

Yes

No

Other

Education

School Name

Location

Major Subjects

Did you
Graduate?

Type of Diploma or
Degree Granted

Vocational/ Technical School					
College					
Graduate School					
Other					

Are you eligible to be lawfully employed in the US due to either US citizenship or legal documentation?

Yes

No

Employment History:

Start with Current or most recent employer and include any period of unemployment that exceeds 90 days

Employer: _____ Phone: _____

Address: _____ Position Title: _____

City State Salary: _____

Supervisor: _____ Start Date: _____ End Date: _____
month/year month/year

Duties: _____

Reason for Leaving: _____

May we contact your supervisor prior to making an offer of employment? Yes No

Employer: _____ Phone: _____

Address: _____ Position Title: _____

City State Salary: _____

Supervisor: _____ Start Date: _____ End Date: _____
month/year month/year

Duties: _____

Reason for Leaving: _____

Employer: _____ Phone: _____

Address: _____ Position Title: _____

City State Salary: _____

Supervisor: _____ Start Date: _____ End Date: _____
month/year month/year

Duties: _____

Reason for Leaving: _____

Employer: _____ Phone: _____

Address: _____ Position Title: _____

City State Salary: _____

Supervisor: _____ Start Date: _____ End Date: _____
month/year month/year

Duties: _____

Reason for Leaving: _____

Employer: _____ Phone: _____

Address: _____ Position Title: _____

City State Salary: _____

Supervisor: _____ Start Date: _____ End Date: _____
month/year month/year

Duties: _____

Reason for Leaving: _____

Please include any additional employment on a separate sheet of paper .

References: Please list three work references. (Do not include relatives)

Name	Daytime Telephone Number	List Business Relationship

Office Skills:

Do you type? Yes No WPM _____ Do you operate a 10-key Adding Machine or Calculator by touch? Yes No

Do you operate a personal computer? Yes No List Software you are familiar with _____

Driving and Equipment Experience: List all equipment you are fully qualified to operate.

Class of Equipment	Type/Size	Dates Used	
		From	To
Tractor and Semi-Trailer			
Truck or Dump Truck			
Motor Grader			
Dozer			
Front End Loader or Backhoe			
Other			

Other Information:

Have you previously applied for a job with the City? Yes No If yes, list approximate date of application _____

Have you previously been employed by the City? Yes No If yes, list employment dates and department _____

Do you have friends or relatives working for the City? Yes No If yes, list name and relationship below:

	Name	Relationship
	Name	Relationship
	Name	Relationship
	Name	Relationship

Have you been plead guilty, no contest or been convicted under any criminal law? (exclude minor traffic violations and juvenile convictions) Yes No

If yes - please explain: _____

Please attach a new sheet for any additional remarks you may have regarding your qualifications. We appreciate your interest in our City as a place of employment. Your qualifications will be given careful consideration for openings that may exist. It is our continuing policy to provide each individual equal opportunity in all aspects of employment regardless of sex, color, age, religion, national origin or an otherwise qualified individual with a physical or mental impairment that limits a major life activity.

Agreement:

Applicants must read and sign below prior to submitting this application.

I agree and understand the employer may investigate my background and employment history to ascertain any and all information pertaining to my record, whether same is of record or not. I release employers and persons named herein from all liability for any damages on account of their furnishing such information. Proof of citizenship or immigration status will be required upon employment.

I agree to furnish any additional information and/or submit to oral, written or post-offer physical examinations as may be required to complete the employment file.

It is agreed and understood that this application for employment does not obligate the City to employ the applicant. Further, I understand and agree that if employed, my employment is at will and for not term of definite duration. I also understand and agree that either myself or the City of Fayetteville may terminate the employment relationship at any

This certifies that this application was completed by me, the undersigned and that all entries and information on it are true and complete to the best of my knowledge. I understand that misrepresentation or omission of facts called for in this application, in any supplement thereto, or in any City records, will be sufficient grounds for not employing me, or will be cause for immediate dismissal without notice at any time during my employment.

Signature of Applicant

Date

Printed Name of Applicant

NOTICE OF NONDISCRIMINATION

The City of Fayetteville complies with all civil rights provisions of federal statutes and related authorities that prohibited discrimination in programs and activities receiving federal financial assistance. The City does not discriminate on the basis of race, sex, color, age, national origin, religion or disability, in the admission or access to buildings, programs, or services offered by the City, as well as with regard to the City's hiring or employment practices.

Complaints of alleged discrimination with regard to admission or access to buildings, programs, or services offered by the City should be directed to the City's ADA/504/Title VI Coordinator, Lynn Hyke, 113 W. Mountain, Fayetteville, AR, 72701; (479) 718-7670;lhyke@ci.fayetteville.ar.us

Complaints of alleged employment related discrimination and inquiries regarding the City's employment related nondiscrimination policies may be directed to the City's Human Resources Director, Missy Leflar, 113 W. Mountain, Fayetteville, AR, 72701; (479) 575-8298; mleflar@ci.fayetteville.ar.us .

This notice is available from the ADA/504/Title VI Coordinator in large print, on audiotape and in Braille.