Application for Employment

Town of Marbleton

The Town of Marbleton is an Equal Opportunity Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.

**PLEASE TYPE OR PRINT**. Complete the entire application. You may attach a resume, but you must still complete all questions; or your application will be deemed incomplete and may not be considered. Please fill out each box (don't just indicate “See Resume.”)

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| Position Applying For:  | Name (Last, First, Middle):  |  |
| Street Address:       | City, State & Zip:       |
| Social Security Number:      | Home Phone:       | Work Phone:      | Other Phone:       |
| Are you eligible to work in the United States? | Yes  No | When are you available to start: |
| Are you 18 years of age or older? |  Yes  No | If NO, what is your current age? |
| Are you currently employed  | Yes  No | If YES, where  |
| Have you ever been employed by       The Town of Marbleton |  Yes No | If YES, dates of employment & reason for leaving: |
| Are you related to any current Town of Marbleton employee? | Yes  No | If YES, their name & their relationship to you? |
| If required for position, do you have a valid driver’s license? |  Yes  No | If YES, State of issuance, license #, and expiration date: |
| Have you ever been charged with a crime that led to a conviction or deferment (except status offences or minor traffic violations which do not affect your driver’s license)? Yes No If yes, provide the date and nature of these proceedings.  |

##  EDUCATION

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| --- | --- | --- | --- | --- | --- | --- |
| Name of School | City/State | **Did you graduate?** | **If No, # of years left to graduate** | **If Yes, date of Graduation** | **Degree received** | **Major** |
| High School:       |       | Yes  No |       |       |       |       |
| GED:       |       | Yes No |       |       |       |       |
| Other School:        |       | Yes No |       |       |       |       |
| College:       |       | Yes No |       |       |       |       |
| College:       |       | Yes No |       |       |       |       |
| College:       |       | Yes No |       |       |       |       |
| Other credentials/ licenses/ professional affiliations, etc., which are relevant to the job(s) for which you are applying.      |

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

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**WORK EXPERIENCE**-Please detail your entire work history. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Omission of prior employment may be considered falsification of information. Please explain any gaps in employment. Include full-time military or volunteer commitments. **PLEASE DO NOT** complete this information with the notation “See Resume.”

**PLEASE NOTE**: The Town of Marbleton reserves the right to contact all current and former employers for reference information.

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| Dates Employed (most recent position)From:       To        | Full time  Part-timeIf part-time, # hrs./wk:  | Title:       |
| Starting Salary:      | Organization Name and Address:       |
| Final Salary:       |
| Supervisor’s Name, Title and Phone #:       | Other Reference Name, Title and Phone #:       | Contact my current references: At any time Only if I am a finalist candidate |
| Primary duties:       | Reason for Leaving:       |
| Dates Employed (most recent position)From:       To        | Full time Part-timeIf part-time, # hrs./wk:  | Title:       |
| Starting Salary:      | Organization Name and Address:       |
| Final Salary:       |
| Supervisor’s Name, Title and Phone #:       | Other Reference Name, Title and Phone #:       | Contact my current references: At any time Only if I am a finalist candidate |
| Primary duties:       | Reason for Leaving:       |

I understand that the job of maintenance for the town of Marbleton has certain physical requirements. I affirm that I am able to do the following;

A: Lift 60 pounds repeatedly without undue concern for strain or damage.

B: Stand for 8 hours.

C: Operate a motor vehicle and other heavy or dangerous equipment safely and free from narcotics or medicines restricting such operations.

D: Comfortably and Effectively labor in confined and or elevated spaces.

E: Be able to remain on call.

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 **Applicants Signature Date**

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

 I understand that staff employees of The Town of Marbleton 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.

I certify that the information on 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 Town of Marbleton 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

If employed, I will be required to furnish proof of eligibility to work in the United States.

To comply with company and departmental regulations. I understand that if employed on a temporary basis, I would be paid for hours worked only, and would

be ineligible for benefits including paid time off. If employed on a regular, benefits-eligible basis, I understand that I may be required to make mandatory

contributions to The Town of Marbleton 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 THREE MONTHS of regular employment represent a

provisional period, during which I would not be eligible to apply for transfer or promotion.

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