



EMPLOYMENT APPLICATION

City of Rock Springs
212 D Street, Rock Springs, WY 82901 (307) 352-1510

HUMAN RESOURCES USE ONLY
TO MGR: _____ DATE: _____

DATE OF APPLICATION	POSITION APPLYING FOR	PLEASE PRINT CLEARLY IN INK
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PERSONAL

LAST NAME	FIRST NAME	MID. INIT	EMAIL ADDRESS		
HOME ADDRESS		APT. #	CITY	STATE	ZIP CODE
TELEPHONE # (AREA CODE)	DO YOU HAVE LEGAL AUTHORIZATION TO WORK IN THE UNITED STATES () YES () NO		SOCIAL SECURITY #		IS YOUR AGE UNDER 18 () YES () NO
DATE AVAILABLE	STARTING SALARY NEEDED	WILL YOU ACCEPT ANOTHER POSITION? () YES () NO IF YES, PLEASE SPECIFY _____			
HAVE YOU EVER BEEN CONVICTED OF A CRIME SUBJECT TO A ONE-YEAR PRISON SENTENCE OR ARE YOU CURRENTLY ON PROBATION OR PAROLE FOR SUCH A CONVICTION? () YES () NO IF YES, PLEASE EXPLAIN: _____					
HAVE YOU WORKED HERE BEFORE OR APPLIED HERE BEFORE? () YES () NO AND UNDER WHAT NAME?			WOULD A PAST EMPLOYER KNOW YOU UNDER A DIFFERENT NAME?		

EMPLOYMENT HISTORY

LIST <u>MOST RECENT</u> POSITION FIRST			LIST OTHER NAMES USED WHILE EMPLOYED WITH THESE EMPLOYERS		
FROM	NAME OF EMPLOYER	NAME/TITLE LAST SUPERVISOR	TELEPHONE #		
MO YR					
TO	ADDRESS CITY	STATE ZIP CODE	POSITION HELD	ENDING SALARY	
MO YR				_____ PER _____	
BRIEFLY DESCRIBE THE WORK YOU PERFORMED					
REASON FOR LEAVING					MAY WE CONTACT THIS EMPLOYER? () YES () NO
FROM	NAME OF EMPLOYER	NAME/TITLE LAST SUPERVISOR	TELEPHONE #		
MO YR					
TO	ADDRESS CITY	STATE ZIP CODE	POSITION HELD	ENDING SALARY	
MO YR				_____ PER _____	
BRIEFLY DESCRIBE THE WORK YOU PERFORMED					
REASON FOR LEAVING					MAY WE CONTACT THIS EMPLOYER? () YES () NO
FROM	NAME OF EMPLOYER	NAME/TITLE LAST SUPERVISOR	TELEPHONE #		
MO YR					
TO	ADDRESS CITY	STATE ZIP CODE	POSITION HELD	ENDING SALARY	
MO YR				_____ PER _____	
BRIEFLY DESCRIBE THE WORK YOU PERFORMED					
REASON FOR LEAVING					MAY WE CONTACT THIS EMPLOYER? () YES () NO

REFERENCES

NAME	RELATIONSHIP	ADDRESS	PHONE/EMAIL
NAME	RELATIONSHIP	ADDRESS	PHONE/EMAIL

EDUCATION

SCHOOL	NAME OF SCHOOL	LOCATION	YEARS COMPLETED	COURSE OF STUDY	DID YOU GRADUATE	DEGREE/ DIPLOMA
HIGH SCHOOL					() YES () NO	
TRADE					() YES () NO	
COLLEGE					() YES () NO	
GRADUATE					() YES () NO	
OTHER					() YES () NO	

LIST BUSINESS OR INDUSTRIAL EQUIPMENT THAT YOU OPERATE PROFICIENTLY:

LANGUAGE SKILLS	LANGUAGE	DO YOU:	() FAIR	() FAIR	() FAIR	() FAIR
		() SPEAK	() GOOD	() READ	() GOOD	() WRITE
		() FLUENT	() FLUENT	() FLUENT	() FLUENT	() FLUENT

PROFESSIONAL LICENSES OR CERTIFICATIONS

TYPE	STATE ISSUED	DATE ISSUED	EXPIRES	NUMBER

DRIVERS LICENSE

CLASS AND ENDORSEMENTS	STATE ISSUED	DATE ISSUED	EXPIRES	NUMBER

SERVICE RECORD

BRANCH OF SERVICE	DISCHARGE/RANK	PRESENT STATUS IN GUARD/RESERVES	UNITL

APPLICANT'S CERTIFICATION

I certify that the answers given on this application are true and complete to the best of my knowledge and understand, if employed, falsified statements on this application shall be grounds for dismissal. I authorize the investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise and release all parties from all liability for any damage that may result in furnishing the information. Until completion of successful pre-employment screenings, I understand that any offer of employment will be conditional.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without prior notice. I understand, also, that if hired I am required to abide by my job description, all policies, procedures and ordinances of the City of Rock Springs.

SIGNATURE

DATE

IMPORTANT NOTICE TO ALL APPLICANTS

If you are selected for employment you must be prepared to verify your eligibility to work as required under the Immigration Reform and Control Act. This requirement applies to all new employees, including US Citizens, permanent residents and non-immigrants. You will have to provide documents verifying your identity and eligibility to work.