

City of De Queen, Arkansas

Application for Employment

Our policy is to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, religion, national origin, disability status, or other legally protected status.

Name _____ Date _____

Address _____

Telephone number where you can be reached or message left for you _____

Are you 18 years old or older? ____ Yes ____ No

Have you ever been convicted of a felony? ____ Yes ____ No (Conviction will not necessarily disqualify an applicant for employment.) If yes, describe conditions:

Do you have the legal right to work in the United States? ____ Yes ____ No

If Yes, can you produce evidence of U.S. citizenship or legal work status within three (3) days?
 ____ Yes ____ No

Can you perform the duties of the job which you are applying for with or without reasonable accommodations? ____ Yes ____ No

Position applied for:

1. _____ 2. _____

Wage or salary desired? \$ _____ When can you start? _____

Education	Name & Location of School	Year Graduated	Major	Diploma/Degree
High School				
College/ University				
College/ University				
Other Training				

Work History

Most recent employer	Address	Telephone
Date started	Date left	Position
Starting pay	Ending pay	Duties
Reason for leaving		

Employer	Address	Telephone
Date started	Date left	Position
Starting pay	Ending pay	Duties
Reason for leaving		

Employer	Address	Telephone
Date started	Date left	Position
Starting pay	Ending pay	Duties
Reason for leaving		

Employer	Address	Telephone
Date started	Date left	Position
Starting pay	Ending pay	Duties
Reason for leaving		

Additional Information

In addition to your work history, what other experiences, skills or qualifications would especially qualify you for work with the City of De Queen? Specify office equipment, machines, computers, software you can operate:

References

Give the names, address or phone number and relationship of three persons, other than relatives, who have knowledge of your character, experience or ability:		
Name	Address/Phone No.	Occupation/Relationship

Employee Statement

I understand that this application is not intended to create any contractual or other legal rights. It does not alter the at-will employment status, nor does it create an employment contract.

I certify that I have made no willful misrepresentations in this application, nor have I withheld information in my statements and answers to questions. I am aware that the information given in my application will be investigated, with my full permission, and that any misrepresentations may cause my application to be rejected or my employment to be terminated.

I authorize former employers to release to the City of De Queen or its authorized representative any and all employment records and other information it may have about my employment. I understand that the information will be used for the purpose of evaluating my application for employment with the city. A photocopy of this authorization shall be as valid as the original.

I understand that my appointment will be at the discretion of the department head, subject to the approval of the Mayor, and that this application is the property of the city and will become a part of my file if I am accepted for employment.

Signature of applicant: _____

Date of signature: _____