



270 North Clark Street – Powell, Wyoming 82435
 (307) 754-5106 – FAX (307) 754-5385

Application for Employment

An Equal Opportunity Employer

Part-time or Seasonal

Please read carefully and personally complete. Provide all information requested. If the information requested does not apply put "N/A" or "-" in the space provided. If more space is necessary, please attach additional documents.

Pre-employment background check conducted for all positions.

POSITION APPLIED FOR _____

DATE OF APPLICATION _____

Personal

Last Name	First	Middle	Telephone Numbers Home: Cell:			Type (s) of work desired Full Time: _____ Part Time: _____
Mailing Address			City	State	Zip	E-mail Address

Are you 18 years or older? Yes No

Are you 14 years or older? Yes No

Are you eligible for employment in the United States and can you provide such documentation? Yes No

Have you ever worked under a different name? Yes No

If yes, list all names used _____

Have you ever been employed by the City of Powell Yes No If yes, give dates? _____

Are you related to any current City Employee(s)? Yes No

If yes, please provide the employee's name and the relationship _____

Please give dates available for employment _____

Have you ever been convicted of any law violation other than a minor traffic violation? Yes No

(Criminal convictions are not an absolute bar to employment, but will be considered in relation to specific job requirements.)

If yes, give details: _____

Do you have a valid driver license? Yes No

Driver License # _____ Class _____ CDL? _____ State _____

Have you ever been dismissed or asked to resign from any position? Yes No

If yes, explain: _____

I learned of this opening through (check one): _____ Word of Mouth _____ Newspaper Ad _____ Website _____ Other

References: List three (non-related) persons, not listed elsewhere in application, who have knowledge of your qualifications.

Name	Telephone Number	Years Known

Residence: Please list all of your residences during the last 10 years beginning with current residence.

Address, City, State, Zip	From	To	If rented name and phone number of landlords

Experience and Employment:

List your employment history starting with the most recent employer. List all positions held, including military experience, part-time, summer and/or volunteer work and periods of unemployment. Explain any gaps in employment in the comments section below.

Employer	Dates Employed		Job Title and Duties
	From	To	
Address			
Supervisor	Telephone	May we contact?	
Reason for leaving			
Employer	Dates Employed		Job Title and Duties
	From	To	
Address			
Supervisor	Telephone	May we contact?	
Reason for leaving			
Employer	Dates Employed		Job Title and Duties
	From	To	
Address			
Supervisor	Telephone	May we contact?	
Reason for leaving			

Additional job history can be attached.

Explain Gaps in Employment: _____

Have you ever received an unsatisfactory performance evaluation? Yes No

Education: IF HIRED PROOF WILL BE REQUIRED

Name of School	City/State	Credits Completed	Degree/ Diploma	Year	Major	Minor
High School:						

Special Skills

Please list certificates, training or other skills that are relevant to the job for which you have applied.

Motor Vehicle Operation: Complete this section only if a driver license is required for the position.

Have you ever been involved as a driver in a motor vehicle accident within the last 7 years? Yes No

List all traffic citations (excluding parking citations) you have received within the last 7 years.

Nature of violation	Location (City, State)	Date	Indicate fine taken or revoked driver license

If there is anything you wish to discuss about your driving record, use the space below.

PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING.

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration and may result in my dismissal if discovered at a later date.

I authorize the City of Powell and/or its agents to investigate my background, references, character, past employment, consumer reports, education, and criminal history record information which may be in any state or local files, including those maintained by both public and private organizations and all public records, for the purpose of confirming the information contained on my application and/or obtaining other information which may be material to my qualifications for employment. A telephone facsimile (fax) or xerographic copy of this consent shall be considered as valid as the original consent.

I authorize the City of Powell to verify all the information I have provided on this application. I agree to execute as a condition of employment or a condition of continued employment any additional written authorization necessary for the City of Powell to obtain access to and copies of records pertaining to this information. I understand that if I am extended an offer of employment, it may be conditioned upon successfully passing a complete pre-employment physical examination, drug screen and background check. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying. I hereby consent to a pre- and/or post-employment drug screen as a condition of employment, if required.

I agree to hold the City of Powell its agents and employees harmless from any and all claims liability associated with my application for employment or in any way connected with the decision whether or not to employ me with the City of Powell. I understand that any false answers or statements, or misrepresentations by omission, made by me on this application or any related document, will be sufficient for my immediate discharge should such falsifications or misrepresentations be discovered after I am employed. I understand that if information of a serious criminal nature surface as a result of this investigation, it may be turned over to the proper authorities.

I understand that this application does not create a contract of employment nor guarantee employment. I understand that if employed I will be hired at the will of the employer and my employment may be terminated at any time, for any reason or no reason, with or without notice.

A resume is not required, but if you choose to submit one, it will not be considered confidential and copies can be requested by the public as your resume will be considered public record pursuant to Wyoming Statutes.

I have read, understand, and by my signature consent to these statements.

Signature in Full

Date completed

Printed Name

If under 18 years of age please have legal parent or guardian sign below

I, the undersigned parent or legal guardian of _____, do hereby consent, on behalf of myself and said child, to have a background check as stated above by the City of Powell.

Signature of Legal Parent/Guardian

Date completed

Printed Name Legal Parent/Guardian

Meets minimum requirements to apply for desired position (s) Yes No Application complete? Yes No

Comment _____

Personnel use-Reviewed by _____

Background check: Approved? Yes No Done by: _____