



City of Jerome, Idaho

Application for Employment

An Equal Opportunity Employer – Drug Free Workplace

Human Resources Department - 152 East Avenue A - Jerome, ID 83338
Phone (208) 324-8189 - Fax (208) 324-8204 - www.ci.jerome.id.us – hr@ci.jerome.id.us

To be considered an applicant, you must complete this form. A resumé may also be attached. Each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. Use blank paper if you do not have enough room on this application. **PLEASE PRINT**, except for your signature. This application is to fill the current open position only.

Personal Information:				
Name:				
	Last	First	Middle	Other Names Used
Address:				
	Street	City	State	Zip
Telephone:	()	()	()	
	Home	Cell	Message	
Email Address:				
<i>May we use this address to contact you?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No				
Position Applying For:				
Available Start Date:				
Are you over 18 years of age?		What shifts will you work?		May We Contact Present Employer?
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Days <input type="checkbox"/> Nights		<input type="checkbox"/> Yes <input type="checkbox"/> No
For Police applicants ONLY – Are you at least 21 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No				

If hired, can you provide proof of U.S. citizenship or the right to work in the United States?? Yes No
 (Federal Law requires proof of identity and employment authorization for all new employees.)

For positions requiring the operation of motor vehicles: Do you have a valid driver's license?
 Yes No State: _____

Type of License Operator Commercial _____ (please indicate what class)
 Please list any endorsements you have for a commercial license _____

IT IS THE POLICY of The City of Jerome to provide equal opportunity in all terms, conditions and privileges of employment for all qualified job applicants and employees without regard to race, color, national origin, gender or age (unless a bona fide job requirement) or the presence of any disability. Reasonable accommodations will be made for disabled persons.

Education/Training

<u>School</u>	<u>Name</u>	<u>Location</u>		<u>Diploma, Degree & Major</u>	<u>Graduated?</u>
High School					
College					
Other (Business, Vocational, Military)					

Employment History (Please Start With the Most Recent, Ending With Age 18, Excluding Part-Time Positions Held While Obtaining Higher Education—Use Additional Paper as Necessary.):

Employer: _____

Address: _____

Street	City	State	Zip
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Telephone: () _____ Supervisor Name: _____

Dates From: _____ To: _____ Final Rate of Pay: _____

Position Held: _____

Primary Duties: _____

Reason for Leaving: _____

Next Employer:

Employer:

Address:

Street

City

State

Zip

Telephone: ()

Supervisor Name:

Dates From: To:

Final Rate of Pay:

Position Held:

Primary Duties:

Reason for Leaving:

Next Employer:

Employer:

Address:

Street

City

State

Zip

Telephone: ()

Supervisor Name:

Dates From: To:

Final Rate of Pay:

Position Held:

Primary Duties:

Reason for Leaving:

Technology Skills (List All Skills & Software Applications You Have Experience Using):

Word Processing:

Spreadsheet:

Other Software:

Database:

Microsoft Office? Yes No

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for?

Professional Licenses or Certificates Held:

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Military

Are you a veteran or family member who qualifies for and are claiming preference pursuant to Idaho Code § 65-503 or its successor? Yes No (If Yes, fill out Page 5 of Application & attach proper documentation)

Have you previously claimed such preference? Yes No

Personal Reference (Please list the names of three (3) persons not related to you by blood or marriage.)

Name:	_____	_____	_____
	Last	First	Middle
Address:	_____	_____	_____
	Street	City	State Zip
Telephone:	()	()	
	Home	Other	
Connection To You (i.e. friend, co-worker):	_____		Occupation: _____

Personal Reference

Name:	_____	_____	_____
	Last	First	Middle
Address:	_____	_____	_____
	Street	City	State Zip
Telephone:	()	()	
	Home	Other	
Connection To You (i.e. friend, co-worker):	_____		Occupation: _____

Personal Reference

Name:	_____	_____	_____
	Last	First	Middle
Address:	_____	_____	_____
	Street	City	State Zip
Telephone:	()	()	
	Home	Other	
Connection To You (i.e. friend, co-worker):	_____		Occupation: _____

Have you ever been convicted of or plead guilty to a felony or a misdemeanor (without regard to the form of judgment or withheld judgment)? (other than a minor traffic infraction)? Yes No

Answering yes will not necessarily disqualify you for employment. Rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered.

If yes, when & where: _____ Please Explain: _____

Are you related to an elected official for the City and/or anyone who works for the City of Jerome?

Yes No

If yes, give name and relationship to you:

CERTIFICATION

I understand that it is my responsibility to request any necessary accommodation that I may require during the application, interviewing or testing process, if applicable. A request must be made to the Human Resources Department.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for The City of Jerome to hire me. If I am hired, I understand that either The City of Jerome or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of The City of Jerome has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to The City of Jerome true and complete information on this application. No requested information has been concealed. I authorize The City of Jerome to contact any prior employers, schools, or other persons to provide information regarding my employment, education, character, and qualifications. If any information I have provided is a misrepresentation or deliberate omission, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Signature of Applicant: _____ Date: _____

TODAYS DATE: _____

VETERAN'S PREFERENCE

If you are NOT claiming Veteran's Preference, please initial here _____.

Per Idaho Code, Title 65, Chapter 5, The City of Jerome will afford a preference to employment of veterans. In the event of equal qualifications and experience between candidates for an available position, a veteran who qualifies will be preferred. If claiming veteran's preference, please complete the information below and attach a copy of your DD-214 to this application.

(Reference Idaho Code, Title 65, Chapter 5, and 5 U.S.C 2108)

The term "active duty" means full-time duty in the Armed Forces but NOT active duty for training.

Part 1. Preference Eligible Veterans:

- I served on active duty at any time from 12-7-41 and ending 7-1-55.
- I served on active duty for 180 consecutive days, any part of which occurred after 1-31-55 and before 10-15-76.
- I served on active duty at any time from 8-2-90 and ending 1-2-92.
- I served on active duty for a period of more than 180 consecutive days, any part of which occurred during the period beginning on 9-11-01 and ending when prescribed by Presidential proclamation or by law as the last date of Operation Iraqi Freedom.
- I have been awarded an Armed Forces Expeditionary Medal (AFEM). All AFEM recipients, whether listed here or not, qualify for veteran's preference and must be shown on your DD-214 form. Examples of some of the most common campaign medals are: Vietnam (Service Medal), El Salvador, Lebanon, Granada, Panama, Bosnia, Kosovo, Afghanistan, Southwest Asia (Persian Gulf), Somalia, and Haiti. (Award of the National Defense Service medal does not qualify). For listing of Wars, Campaigns, and Expeditions of the Armed Forces which qualify for veteran's preference, go to www.opm.gov/veterans/html/vgmedal2.htm.
- I have a service-connected disability of 10% or more.
- I am the spouse of an eligible disabled veteran, who has a service-connected disability.
- I am the widow or widower of an eligible veteran and have remained unmarried.
- I do not meet any of the selections above, but I served on active duty in the armed forces of the United States for a period of more than one-hundred eighty (180) days and was honorably discharged.

Part 2. Documentation & Signature

By my signature, I certify that all statements on this form are true and complete to the best of my knowledge. I understand that should an investigation disclose inaccurate or misleading answers, my application may be rejected and my name removed from consideration for employment with The City of Jerome.

- I have never received veteran's preference by any State of Idaho Agency. (If you have received an initial appointment claiming veteran's preference, you are not eligible for preference.)
- I have attached a copy of my DD-214. Veteran's preference will not be considered without this document.

Name (please print)

Signature

Date

Please help us in our recruiting effort and let us know how you heard about the position you are applying for.

- City of Jerome Website
- Current City Employee
- Classified ad in newspaper
- Job Service
- Indeed.com
- Facebook
- Friend/Family
- Internet
- Trade publication _____
- Other (Please indicate) _____

**AFFIRMATIVE ACTION RECRUITMENT RECORD
(Optional)**

The City of Jerome monitors recruitment and selection programs in order to assure equal employment opportunity under our Affirmative Action Plan. We would appreciate your cooperation by voluntarily completing the information requested below.

This information is for **statistical use and will be kept separate from your application form** and will be used only for affirmative action purposes.

Check the one racial/ethnic group which you consider yourself:

- African American
 - Asian or Pacific Islander
 - American Indian or Alaskan Native
 - Hispanic (or Mexican, Puerto Rican, Cuban, Central/South American, or other Spanish origin)
 - Caucasian
-

Check those which apply to you:

- Male Female
- Person with disability Veteran** Over 40 years old

** Per Idaho Code, Title 65, Chapter 5, the City of Jerome will afford a preference to employment of veterans. In the event of equal qualifications and experience between candidates for an available position, a veteran who qualifies will be preferred. If claiming veteran's preference, please **complete the reverse and attach a copy of the veteran's DDD-214 to the application for employment.**

Position for which you are applying: _____

It is the policy of the City of Jerome to provide equal opportunity in all terms, conditions and privileges of employment for all qualified job applicants and employees without regard to race, color, national origin, gender, age, marital status, veteran status, sexual orientation or the presence of any sensory, mental or physical disability. Reasonable accommodations will be made for disabled persons. If you have questions regarding your treatment by the City of Jerome in this application process, please contact the Human Resource Department.

PLEASE RETURN THIS FORM TO THE HUMAN RESOURCES DEPARTMENT