



Employment Application

250 N. 5th Street, Grand Junction, CO 81501
 (970) 244-1512
 Fax (970) 256-4007
 Job Line (970) 244-1449
 www.gjcity.org

THE CITY OF GRAND JUNCTION IS AN EQUAL OPPORTUNITY EMPLOYER. We do not discriminate on the basis of race, color, religion, national origin, sex, age, or disability. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.

PERSONAL INFORMATION

Name: _____
(Last) (First) (Middle)

Present Address: _____
Street City State and Zip

Phone No: Home () _____ Office () _____ Messages () _____

Email Address: _____

If hired, can you furnish proof you are eligible to work in the U.S.? _____ Yes _____ No

EMPLOYMENT DESIRED

Position Applied For: _____ Are You Seeking: Full-Time? _____ Part-Time? _____ Temporary? _____

When Are You Available To Start? _____ Minimum Acceptable Salary \$ _____

EDUCATION

Please circle highest grade completed 7 8 9 10 11 12 13 14 15 16 16+
School Name and Location Degree/Certificate Course of Study

<small>School Name and Location</small>	<small>Degree/Certificate</small>	<small>Course of Study</small>
High School		
College		
Vocational/Technical		
Other job related training		

EMPLOYMENT Start with your present or last job. Include job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disability or other protected status. List base salary only.

NAME AND ADDRESS OF EMPLOYER	DATES	JOB TITLE:	SALARY
	From:	SUPERVISOR:	Starting:
		MAY WE CONTACT THEM?	
	To:	REASON FOR LEAVING:	Final:
Telephone:			
DESCRIBE MAJOR DUTIES			
NAME AND ADDRESS OF EMPLOYER	DATES	JOB TITLE:	SALARY
	From:	SUPERVISOR:	Starting:
		MAY WE CONTACT THEM?	
	To:	REASON FOR LEAVING:	Final:
Telephone:			
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	From:	SUPERVISOR:	Starting:
		MAY WE CONTACT THEM?	
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	From:	SUPERVISOR:	Starting:
		MAY WE CONTACT THEM?	
	To:	REASON FOR LEAVING:	Final:
Telephone:			
DESCRIBE MAJOR DUTIES			

EMPLOYMENT, continued

NAME AND ADDRESS OF EMPLOYER	DATES	JOB TITLE:	SALARY
	From:	SUPERVISOR:	Starting:
		MAY WE CONTACT THEM?	
	To:	REASON FOR LEAVING:	Final:
Telephone:			
DESCRIBE MAJOR DUTIES			
NAME AND ADDRESS OF EMPLOYER	DATES	JOB TITLE:	SALARY
	From:	SUPERVISOR:	Starting:
		MAY WE CONTACT THEM?	
	To:	REASON FOR LEAVING:	Final:
Telephone:			
DESCRIBE MAJOR DUTIES			
NAME AND ADDRESS OF EMPLOYER	DATES	JOB TITLE:	SALARY
	From:	SUPERVISOR:	Starting:
	mo.-yr.	MAY WE CONTACT THEM?	
	To:	REASON FOR LEAVING:	Final:
Telephone:	mo.-yr.		
DESCRIBE MAJOR DUTIES			
NAME AND ADDRESS OF EMPLOYER	DATES	JOB TITLE:	SALARY
	From:	SUPERVISOR:	Starting:
		MAY WE CONTACT THEM?	
	To:	REASON FOR LEAVING:	Final:
Telephone:			
DESCRIBE MAJOR DUTIES			

SPECIAL SKILLS AND QUALIFICATIONS: Summarize special job-related skills and qualifications acquired from employment or other experience.

APPLICANT DATA RECORD

THE FOLLOWING INFORMATION IS REQUESTED FOR REPORTING PURPOSES ONLY AND WILL NOT BE USED IN MAKING SELECTION DECISIONS. COMPLETION IS VOLUNTARY.

Position Applied For _____ Date _____

Name

Address

City State Zip

Indicate source of referral to this position by circling the corresponding number:

- | | | | |
|-----------------------------------|------------------------------|-------------------------|-----------------|
| 1 Interest Card | 4 Private Employment Agency* | 7 Newspaper Ad* | 10 City Website |
| 2 City of Grand Junction Employee | 5 Professional Recruiter* | 8 Professional Journal* | 11 Other* |
| 3 State Employment Agency | 6 College Campus* | 9 National Publication* | |

*Enter Name of Agency, Publication, Company, College or "Other" here: _____

Indicate your sex and ethnic identification by circling the corresponding letter

- B Male Caucasian
- C Male African American
- D Male Hispanic
- E Male Asian/Pacific Islander
- F Male American Indian/Alaskan Native
- G Female Caucasian
- H Female African American
- I Female Hispanic
- J Female Asian/Pacific Islander
- K Female American Indian/Alaskan Native

Indicate your response by circling the appropriate answer.

- Are you a Veteran?
1 No 2 Yes

NOTES:

DETACH HERE

REFERENCES: (Do Not Use Your Relatives)

Complete Name and Title	Complete Address	Work Phone	Yrs Known
Work References (Provide Three)			

GENERAL INFORMATION

1. Were you ever employed by the City of Grand Junction? Yes No
(If "yes", state position, employment dates and supervisor in the space provided below.)
2. Are any of your relatives employed by this organization? Yes No
(If "yes", state names and relationships below.)
3. Have you ever been discharged or forced to resign from any position? Yes No
(If "yes", give detailed explanation below.)
- 4a. Have you ever been convicted of an offense against the law including traffic offenses? Yes No
(You may omit any offense committed which was finally adjudicated in a juvenile court or under a Youth Offender law.)
- 4b. While in the military service, were you ever convicted by a general court martial? Yes No
(If "yes" to either 4a or 4b, give details below. Show for each offense: (1) date, (2) charge, (3) place, (4) court, and (5) action taken. NOTE: A conviction will not automatically exclude you from employment consideration.)

Respond to "yes" responses for questions 1 through 4.	
Item #	

AGREEMENT (Please read each statement carefully before signing)

I hereby apply for employment with the City of Grand Junction and state that:

The information contained in this application and supporting employment documents is true to the best of my knowledge and belief. I understand and agree that, if in the opinion of the City of Grand Junction, I have made any misrepresentations or false statements in connection with the application and supporting employment documents, the City of Grand Junction may reject my application or, if employed, may terminate my employment.

I understand that all information furnished in this application and supporting employment documents may be verified. I hereby authorize all individuals and organizations named and referred to in this application and supporting employment documents and any law enforcement organization to release any and all information relative to such verification and hereby release such individuals, organizations and the City of Grand Junction from any and all liability for any claim or damage resulting therefrom.

I understand that, following an offer of employment, employment may be contingent upon successfully completing a physical examination, substance screen, and other screening evaluations. I consent to the release of any or all personal and/or professional and/or medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

In accordance with the Immigration Reform and Control Act of 1986, I understand that I will be required to provide documentation as to my identity and authorization to work in the U.S. should employment be offered to me.

I understand that this application or subsequent employment does not create a contract of employment nor guarantee employment for any definite period of time. If employed, I understand that I have been hired at the will of the employer and my employment may be terminated at any time, with or without cause and with or without notice.

I have received, read and understand the City's written summary of the physical requirements and essential functions of the position for which I have made application. By my signature below I affirmatively represent that I am able to perform the essential functions of the job, with or without accommodation, if I am selected.

I state that I have made no willfully false or misleading statements in this application or otherwise and that I will make no willfully false or misleading statements about my ability to perform if I am selected to continue in the interview/selection process.

Signature _____ Date _____

This application will remain active during the specific recruitment for the position for which you have applied. If you have completed the application to be included in a specific eligibility pool, it will remain active for the duration of the pool or until notice for renewal is sent to you.