



TOWN OF CAVE CREEK

37622 N. Cave Creek Rd.
 Cave Creek, Arizona 85331
 (480) 488-1400 — fax: (480) 488-2263

SETTLED 1870 · INCORPORATED 1986

APPLICATION FOR EMPLOYMENT

YOUR NAME

DATE

TITLE OF POSITION FOR WHICH YOU ARE APPLYING

INSTRUCTIONS

GENERAL

- ☞ Read the job announcement before completing this application. Request a copy if one is not provided.
- ☞ Print neatly or use a typewriter.
- ☞ Answer all questions completely and in detail.
- ☞ Sign this application and all other forms provided with the application and/or job announcement.

EMPLOYMENT

- ☞ Show complete experience in each position beginning with your present or last position, including military experience, for the last ten years.
- ☞ A resumé may be attached but will not be accepted in lieu of completing the employment record.
- ☞ Be accurate and complete. The amount of experience and the way you describe your experience may determine whether or not you are given further consideration for the position.

THE TOWN OF CAVE CREEK IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE IN HIRING ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN OR ANCESTRY, SEX, AGE, RELIGIOUS BELIEFS, VETERAN STATUS, DISABILITY OR POLITICAL AFFILIATION.



It is our policy to provide individuals with disabilities an equal opportunity to participate in, and enjoy the benefits of our services, programs, and activities. In order for us to provide a suitable accommodation, we ask that you request the assistance desired by contacting the Town Manager's Office. We are here to assist you in any phase of the application process as well.

A SEPARATE APPLICATION MUST BE SUBMITTED FOR EACH JOB ANNOUNCEMENT

1. Job Title:

2. Last Name:

First Name:

M.I.:

3. Street Address:

4. Mailing Address:

5. Home Telephone:

Other Telephone:

6. Are you a U.S. Citizen or an alien authorized to work in the United States? Yes No
Proof of citizenship or immigration status will be required upon employment.

7. Are you a resident of the town of Cave Creek? Yes No

8. Are you 18 years of age or older? Yes No

9. If you are less than 18 years old, when is your birthday?

10. Drivers License Number: **State:** **Expiration:**

11. Have you ever been convicted of a felony? Yes No
 If yes, describe in full:

12. Do you now or have you in the past worked for the Town of Cave Creek? Yes No
 If yes, please give job title, classification, paygrade, status, department and dates of employment:

13. Are you currently employed? Yes No **If yes, may we contact your employer?** Yes No

14. What is your salary requirement?

15. List any languages other than English you speak, read or write:

16. List relatives by blood or marriage employed by the Town of Cave Creek:

Name	Relationship	Department

17. REFERENCES: List four (4) references that have known you for 3 or more years and have knowledge of your character, experience and ability. Please include name, mailing address and phone number.

Name	Mailing Address	Phone

EDUCATION

18. Please mark the highest grade or level completed:

Grade School: 1 2 3 4 5 6 7 8

High School: 9 10 11 12

College: AAS AA BA BS MA MS PhD Other:

Are you presently attending school? No Yes **If yes, how many semester hours?**

Names of Colleges	Major	Degree & Year
Trade or Other Schools	Course of Study	Certificate

19. ADDITIONAL INFORMATION: List any professional societies, related college subjects, special skills, knowledge or abilities which you feel are relevant to the position. (Do not include those that indicate race, color, sex, age or religious beliefs.)

20. Honors Received:

EMPLOYMENT HISTORY

21. Include all jobs within the past ten years. Give earlier job history, if pertinent to job applying for. Include military experience and volunteer work as part of job history. You may supplement this application with a resumé, but all questions must be answered on the application. DO NOT state "see resumé." Use additional pages if needed to give complete employment history. *Start with current or most recent job.*

Dates of Employment: From: To:	Employer:
Starting Salary: \$ per	Address:
Final Salary: \$ per	Phone:
Hours per Week:	Name/Title of Supervisor:
Number Supervised:	Job Title:
Duties:	
Reason for Leaving/Looking for New Job:	

Dates of Employment: From: To:	Employer:
Starting Salary: \$ per	Address:
Final Salary: \$ per	Phone:
Hours per Week:	Name/Title of Supervisor:
Number Supervised:	Job Title:
Duties:	
Reason for Leaving/Looking for New Job:	
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Starting Salary: \$ per	Address:
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Number Supervised:	Job Title:
Duties:	
Reason for Leaving/Looking for New Job:	

SPECIAL QUALIFICATIONS

Please complete the information in paragraphs 1 through 4 below, if applicable to the job for which you are applying, based on the posted Employment Opportunity qualifications.

1. List the registrations and/or licenses you now hold or have held in the past:

TYPE	ISSUED BY	EXPIRATION

2. Typing: WPM

3. List word processing, spread sheets and data bases with which you are knowledgeable:

4. List the types of vehicles you are licensed to operate:

VEHICLE TYPE	TYPE OF LICENSE

5. List the types of mechanical equipment, electronic equipment or machinery you are qualified to:

OPERATE	REPAIR

APPLICANT CERTIFICATION

I HEREBY CERTIFY that all information made on or in connection with this application is true and complete to the best of my knowledge and belief and that I have not knowingly withheld any fact or circumstance. I understand that any misrepresentation or concealment of material fact will be sufficient ground for rejection of application, removal from eligible lists or removal from employment.

Date _____ Signature _____

CHECK YOUR APPLICATION!
Be sure you have filled it in completely.
CHECK THE JOB ANNOUNCEMENT!
Does it require any special enclosures? Have you attached them?

**AUTHORIZATION FOR PRIOR EMPLOYER
TO RELEASE INFORMATION**

I, _____, hereby authorize any investigator or duly accredited representative of The Town of Cave Creek, bearing this release to obtain any information from schools, residential management agents, employers, criminal justice agencies, or individuals, relating to my activities. This information may include, but is not limited to, academic, residential, achievement, performance, attendance, personal history, disciplinary, arrest, and conviction records. I hereby direct you to release such information upon request of the bearer. I understand that the information released is for official use by [employer] and may be disclosed to such third parties as necessary in the fulfillment of official responsibilities.

I hereby release any individual, including record custodians, from any and all liability for damages of whatever kind or nature which may at any time result to me on account of compliance, or any attempts to comply, with this authorization.

(Applicant's signature)

(Date)

**CONSENT FOR PRE-EMPLOYMENT, RANDOM, OR REASONABLE SUSPICION DRUG
AND ALCOHOL TEST SCREEN AND RELEASE COVENANT NOT TO SUE AND
INDEMNITY AGREEMENT**

I, the undersigned, certify that I have read and understand the Town's Statement of Policy on Drug/Alcohol Abuse and have received a copy of that policy. I have also been provided with the opportunity to ask questions regarding the policy. I further understand that my failure to honor the terms of the Town's Statement of Policy on Drug/Alcohol Abuse will be grounds for termination of my employment, or loss of consideration of my application for employment with the Town.

I hereby CONSENT to allow the facility of the Town's choice to take a specimen of my hair, urine, or blood and submit it for a pre-employment, random, or reasonable suspicion drug test screen. I FURTHER CONSENT to allow the laboratory testing service to make the results of such screen available to the prospective or current employer, The Town of Cave Creek.

In consideration for such services being rendered on my behalf, I hereby RELEASE the laboratory testing service, its officers, agents, and employees, from any and all claims which I might otherwise have due to such results being made so available. I hereby CONSENT NOT TO FILE ANY ACTION at law or in equity against the Town of Cave Creek, the laboratory testing service, their respective officers, agents or employees in connection with the results of such screen being made so available, and I hereby agree to INDEMNIFY and HOLD HARMLESS the Town of Cave Creek, the laboratory testing service, their respective officers, agents, and employees from all damages, expenses, reasonable attorney's fees, and costs of court which they or any of them may suffer or incur, jointly or severally, due to the results of such screen being made so available.

Signature

Printed Name

Date

Adopted: July 30, 2015

Addendum to Town of Cave Creek Application Applicant Agreement

Have you been convicted (found guilty, or plead guilty or no contest) of any criminal offense?
_____Yes _____No

Offense

Approximate date (month/year)

Have you ever been requested or forced to resign from a position for misconduct or unsatisfactory service? _____ Yes _____No If yes, please explain:

Please be very careful in completing this section. The Personnel Department will verify this information. The information disclosed will not necessarily bar you from further consideration. This includes any misdemeanors and felonies (i.e., assault, burglary, disorderly conduct, domestic violence, drug-related convictions, Driving Under the Influence (DUI); Driving While Intoxicated (DWI), failure to appear in court, larceny, shoplifting, trespassing, etc.). Such convictions may have resulted in fines, community service, probation or jail/prison time. Applicants are not required to report convictions that have been expunged or sealed by a court of law.

- I understand that if I am offered a position, I will be required to undergo a physical examination and drug screen, and I hereby authorize any doctor, hospital, clinic, laboratory, or other medical facility to furnish any medical information with reference to me as may be necessary in conjunction with that examination, and/or related considerations of reasonable accommodation, or fitness for duty. **I understand that I may not begin employment until the Town has received the results of my physical examination and drug screen.**
- If hired, I do hereby agree to submit to any and all required drug and/or alcohol testing and to have test results reported to the Town of Cave Creek. I release the Town of Cave Creek from all liability in obtaining information pursuant to this release.
- If hired, I agree to comply with current Town rules and policies and accept that the Town may change, add, or withdraw rules and/or policies in the future during the course of my employment.
- If hired, I give the Town of Cave Creek permission to conduct a criminal history check on me as part of the employment process.
- I understand that continued employment in a driving position is contingent upon a safe driving record and possession and maintenance of a valid required driver's license and endorsements.
- I understand that employment in a part-time, temporary, or seasonal position is "at-will" and that I may be terminated at any time.
- I understand that falsifications or omissions of facts are sufficient cause for dismissal if I am hired, regardless of the date of discovery.

My signature below acknowledges my understanding and agreement with all conditions as stated.

Signature

Date