

APPLICATION FOR EMPLOYMENT

AN EQUAL OPPORTUNITY EMPLOYER



City of Moscow Human Resources
www.ci.moscow.id.us

206 East 3rd Street
P. O. Box 9203
Moscow, Idaho 83843

(208) 883-7000 phone
(208) 883-7018 fax
(208) 883-7019 TDD

Equal access to programs, services and employment is available to all persons. Those applicants requiring accommodation to the application and/or interview process should contact the Human Resources Director.

Please Print or Type

Position(s) applied for _____ Date of application ____/____/____

Referral Source:

- Advertisement Employee Relative Government Employment Agency
 Walk-in Private Employment Agency Internet Web Site Other

Name of Source (if applicable) _____

Name _____
Last First Middle

Address _____
Street City State Zip Code

Telephone Number (____) _____ If necessary, best time to call you at home is _____ am/pm

May we contact you at work? Yes No If Yes, give work number (____) _____

Have you filed an application here before? Yes No

If yes, give date ____/____/____ and position applied for: _____

Have you ever been employed here before? Yes No If Yes, give dates ____/____/____

Are you legally eligible for employment in this country? Yes No

Date available for work ____/____/____ Are you on layoff and subject to recall? Yes No

Are you able to meet the attendance requirements of the position? Yes No

Will you work overtime if required? Yes No Have you ever been bonded? Yes No

Do you have a valid drivers license (if job related)? Yes No

Have you been convicted of a felony in the last seven (7) years? Yes No

(such conviction may be relevant if job related, but does not bar you from employment.)

If Yes, please explain _____

Employment History

List your last four (4) employers, assignments or volunteer activities, starting with the most recent, including military experience. Explain any gaps in employment in the comments section below.

Current Employer	Telephone ()	Dates Employed		Summarize the nature of the work performed and job
		From	To	
Address				
Job Title		Salary Starting		
Immediate Supervisor and Title		\$	per	
Reason for Leaving		Salary Final		
May we contact for reference? Yes <input type="checkbox"/> No <input type="checkbox"/> Later <input type="checkbox"/>		\$	per	
<hr/>				
Employer	Telephone ()	Dates Employed		Summarize the nature of the work performed and job
		From	To	
Address				
Job Title		Salary Starting		
Immediate Supervisor and Title		\$	per	
Reason for Leaving		Salary Final		
May we contact for reference? Yes <input type="checkbox"/> No <input type="checkbox"/> Later <input type="checkbox"/>		\$	per	
<hr/>				
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Immediate Supervisor and Title		\$	per	
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May we contact for reference? Yes <input type="checkbox"/> No <input type="checkbox"/> Later <input type="checkbox"/>		\$	per	
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Immediate Supervisor and Title		\$	per	
Reason for Leaving		Salary Final		
May we contact for reference? Yes <input type="checkbox"/> No <input type="checkbox"/> Later <input type="checkbox"/>		\$	per	

Comments (including explanation of any gaps in employment) _____

Educational Background

- A. List last three (3) schools attended, starting with most recent. B. List number of years completed.
 C. Indicate degree or diploma earned, if any. D. Major and minor field of study (if applicable).

A. School	B. Years Completed	C. Degree Completed	D. Major	E. Minor

Skills and Qualifications - Summarize any training, skills, licenses, certificates, etc. that may qualify you as being able to perform job-related functions of the position for which you are applying.

References - List name and telephone number of three business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Telephone	Years Known
	()	
	()	
	()	

List professional, trade, business, or civic associations and any offices held. (Exclude memberships which would reveal gender, race, religion, national origin, age, color, disability or other protected status.)

Organization	Offices Held

List special accomplishments, publications, awards, (exclude information which would reveal gender, race, religion, national origin, age, color, disability or other protected status.)

List any additional information you would like us to consider. _____

It is understood and agreed upon that any misrepresentation by me on this application will be sufficient cause for cancellation of this application and/or separation from the City of Moscow's service if I have been employed.

I give the City of Moscow the right to investigate all references and to secure additional information about me, if job-related. I hereby release from liability the City of Moscow and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

The City of Moscow is an Equal Opportunity Employer. The City of Moscow does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law.

This application is current for only 60 days. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to fill out a new application.

I understand it is the City's policy not to refuse to hire a qualified individual because of this person's need for an accommodation that would be required by the ADA.

Signature of Applicant _____ Date ____ / ____ / ____

All applicants will be notified following the review of all applications. Please do not call to find out if you have been selected for an interview.