

Town of Rosalia

Employment Application

An Equal Opportunity Employer

Town of Rosalia is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Applicants requiring reasonable accommodation in the application and/or interview process should notify a representative of the organization.

Please print and fill out all sections

| Applicant Information | | | | |
|------------------------|--|------------|--|----------|
| Name | | | | |
| Home Phone | | Cell Phone | | |
| Email | | | | |
| Address | | | | |
| City | | State | | Zip Code |
| How were you referred? | | | | |

| Employment Positions | |
|---|--|
| Position applying for: | |
| Temporary Work (summer or holiday) <input type="checkbox"/> Yes <input type="checkbox"/> No Date you can start? ___/___/___ | |
| Regular part time work? <input type="checkbox"/> Yes <input type="checkbox"/> No | Regular full time work? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| What days and hours are you available for work? | |
| If hired, on what date can you start? ___/___/___ | |
| Can you work weekends? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Can you work evenings? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Are you available to work overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Salary desired: \$ _____ | |

| Personal Information |
|--|
| Have you ever applied to / worked for the Town of Rosalia before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain (include date): _____ |
| Do you have any friends, relatives, or acquaintances working for the Town of Rosalia? |

Yes No

If yes, state name & relationship: _____

If hired, would you have transportation to/from work? Yes No

Are you over the age of 18? Yes No (If no, subject to verification of minimum legal age)

If hired, able to present evidence that you legally can work in the United States? Yes No

If hired, are you willing to submit to and pass a controlled substance test? Yes No

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Yes No

If no, describe the functions that cannot be performed:

Have you ever been convicted of a criminal offense (felony or misdemeanor)? Yes No

If yes, please describe the crime - state nature of the crime(s), when and where convicted and disposition of the case:

Education, Training and Experience

High School

School name:

School address:

City: _____ State: _____ Zip Code: _____

Did you graduate? Yes No If no, number of years completed: _____

Degree/diploma earned? _____

College/University:

School name:

School address:

City: _____ State: _____ Zip Code: _____

Did you graduate? Yes No If no, number of years completed: _____

Degree/diploma earned? _____

Military:

Branch: _____ Rank: _____ Total Years of Service: _____

Skills/duties: _____

Related details: _____

PLEASE READ CAREFULLY BEFORE SIGNING

I hereby certify that all the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by Town of Rosalia (hereinafter referred to as "Rosalia") that such employment with Rosalia is at will, for no specified duration and may be terminated by either Rosalia or myself at any time, with or without cause or notice.

I understand that none of the documents, policies, procedures, actions, statements of Rosalia or its representatives used during the employment process is deemed a contract of employment real or implied. I understand that no representative of Rosalia except the Rosalia Town Council has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing and signed by the Town Council of Rosalia.

In consideration for employment with Rosalia, if employed, I agree to conform to the rules, regulations, policies and procedures of Rosalia at all times and understand that such obedience is a condition of employment. I understand that due to the nature of Rosalia business, attendance and punctuality are considered essential requirements of every job at Rosalia and that poor attendance or tardiness will result in disciplinary action.

I understand that if offered a position with Rosalia, I may be required to submit to a pre-employment medical examination, drug screening and background check as a condition of employment.

I understand unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.

I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to Rosalia and/or any of its representatives, agents or vendors and I release all parties involved from any and all liability for any and all damage that may result from providing such information.

I understand that this application is considered current for three months. If I wish to be considered for employment after this period I must fill out and submit a new application.

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE STATEMENTS.

Signature of Applicant: _____

Date: ____/____/____