

City of Cimarron

An Equal Opportunity Employer

Employment Application

Name _____
Last First M.I.

Position(s) Desired (Title & Department) _____

Salary Desired _____ Full-Time Part-Time Temp

Address (Street/City/State/Zip) _____

Telephone _____ Have you ever been employed by City of Cimarron? ____ If yes, please list dates of employment, position(s) held, and department(s) _____

Have you ever been interviewed for a job with the City of Cimarron? If yes, please give the date and position for which you interviewed _____

State your name at that time if different from present _____ List any relatives employed by City of Cimarron _____

As an adult, have you ever been convicted of an offense other than a minor traffic violation? Yes No
 (Convictions are evaluated by position and are not necessarily disqualifying). If yes, please explain below: _____

How did you learn about this position? City Employee Newspaper (which one?) _____ Other (specify) _____

EDUCATION

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 If you did not complete high school, do you have a GED? _____

School Level	School Attended	Address	Years	Major	Degree/ #Credits
High School					
College/University					
Graduate School					
Trade School					

SKILLS INVENTORY

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Typing 01 | <input type="checkbox"/> Programming 12 | <input type="checkbox"/> EMT-State__19 | <input type="checkbox"/> Truck Driver<1.5t 27 |
| <input type="checkbox"/> WPM _____ | <input type="checkbox"/> Languages: _____ | <input type="checkbox"/> EMIC-T-State__20 | <input type="checkbox"/> Truck Driver>1.5t 28 |
| <input type="checkbox"/> Personal Computer05 | _____ | <input type="checkbox"/> RN-State__21 | <input type="checkbox"/> Backhoe-Loader 29 |
| <input type="checkbox"/> Software: _____ | _____ | <input type="checkbox"/> LPN-State__22 | <input type="checkbox"/> Grader 30 |
| | | <input type="checkbox"/> CMA-State__23 | <input type="checkbox"/> Farm Tractor 31 |
| | <input type="checkbox"/> Drafting 14 | <input type="checkbox"/> CAN-State__24 | <input type="checkbox"/> Trencher 32 |
| <input type="checkbox"/> Dictaphone 04 | <input type="checkbox"/> Autocad 15 | <input type="checkbox"/> Regstd. _____ | <input type="checkbox"/> Bull Dozer 33 |
| <input type="checkbox"/> Calculator 06 | <input type="checkbox"/> Surveying 16 | <input type="checkbox"/> Dietician 25 | <input type="checkbox"/> HVAC 34 |
| <input type="checkbox"/> Switchboard 07 | <input type="checkbox"/> Const. _____ | <input type="checkbox"/> Dispatching 26 | <input type="checkbox"/> Welding 35 |
| <input type="checkbox"/> Filing 08 | Inspection 17 | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Plumbing 36 |
| <input type="checkbox"/> Cashiering 09 | <input type="checkbox"/> Read Blue _____ | | <input type="checkbox"/> Electrical 37 |
| <input type="checkbox"/> General Accountg.10 | Prints 18 | | <input type="checkbox"/> Carpentry 38 |
| <input type="checkbox"/> Data Entry 11 | | | <input type="checkbox"/> Vehicle Maint. 39 |
| <input type="checkbox"/> Microfilm 12 | | | <input type="checkbox"/> Concrete Work 40 |
| | | | <input type="checkbox"/> Asphalt Work 41 |

Drivers License Type _____ State _____ CDL

Other Skills and/or Licenses _____

Volunteer Work/Internships (Job Related) _____

Employment History:

Listing the most recent first, complete your employment record for at least the past ten (10) years.

Last Name First Name SSN

Employer _____ Address _____
From _____ to _____ Job Title _____ Salary _____ Reason for leaving _____
Supervisor Name _____ Telephone _____ May we call for references? _____
Briefly, explain duties _____

Employer _____ Address _____
From _____ to _____ Job Title _____ Salary _____ Reason for leaving _____
Supervisor Name _____ Telephone _____ May we call for references? _____
Briefly, explain duties _____

Employer _____ Address _____
From _____ to _____ Job Title _____ Salary _____ Reason for leaving _____
Supervisor Name _____ Telephone _____ May we call for references? _____
Briefly, explain duties _____

Reference _____ Address _____ Phone _____
Reference _____ Address _____ Phone _____
Reference _____ Address _____ Phone _____

“If employed, I understand that I must conform to the policies of the City of Cimarron and to any departmental rules and regulations, and my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of either the City of Cimarron or myself. I understand that no manager or representative of Cimarron, other than the Governing Body of Cimarron has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing. I hereby certify that the information given on all pages of this application is true and correct. I understand that any answers contrary to the truth may be grounds for dismissal or refusal to hire and that nothing has been withheld that would affect my employment. I authorize my former employers, educational institutions and other persons or entities identified in this application to provide any and all information or documents about me to Cimarron, Kansas. I hereby relieve all individuals connected with such release from liability for providing this information. If employed, I understand that I must furnish information required pertaining to birthdate, sex, race, citizenship, marital status and number of dependents and would agree to conform to the rules and regulations of the City.”

Applicant Signature: _____

Date: _____

This application will be kept on file for twelve months from date of application.