

TOWN OF CAMP VERDE
473 S. Main Street, Ste. 102
Camp Verde, Arizona 86322
928-554-0011
www.campverde.az.gov



Application for Employment

IMPORTANT NOTICE: THIS IS A VERY SIGNIFICANT DOCUMENT. YOU SHOULD BE VERY CAREFUL AS YOU COMPLETE IT. ANSWER EACH ITEM ACCURATELY AND COMPLETELY. FAILURE TO DO SO MAY RESULT IN YOU NOT BEING CONSIDERED FOR THE POSITION OR IN YOUR TERMINATION IF INACCURATE OR OMITTED INFORMATION IS DISCOVERED AFTER YOUR EMPLOYMENT HAS BEGUN.

If you need help filling out this application or during any phase of the process please let us know. We will make every reasonable effort to accommodate your needs in a timely manner.

ALL APPLICATIONS WILL RECEIVE CONSIDERATION FOR EMPLOYMENT WITHOUT REGARD TO RACE, COLOR, SEX, SEXUAL ORIENTATION, NATIONAL ORIGIN, MARITAL STATUS, AGE, RELIGION, DISABILITY OR VETERAN STATUS AS PRESCRIBED BY LAW.

The Town of Camp Verde is an Equal Opportunity Employer and a Drug Free Workplace

Last Name	First Name	Middle Name
Mailing Address		Email Address
City	State	Zip Code
Position Applied For		Date
Where Did You Hear About This Ad?		
<input type="checkbox"/> Employee <input type="checkbox"/> Relative <input type="checkbox"/> Walk In <input type="checkbox"/> Other _____		
<input type="checkbox"/> Newspaper <input type="checkbox"/> Camp Verde Web page		

PERSONAL DATA – PLEASE TYPE OR PRINT IN INK

Telephone Number(s)	The best time to contact you at home is: _____ a.m./p.m.
Have you ever been employed with us before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give month and year. Month? _____ Year? _____	

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

Desired Salary: _____ Date Available: _____

Do you currently have any relatives working for us? _____ If yes, who? _____

EDUCATIONAL BACKGROUND

	Name of School and Location	Course of Study	How Many Years Completed	Diploma Degree
High School				
Undergraduate College				
Graduate Professional				
Other (specify)				

PROFICIENCIES

List any and all computer knowledge or software you may have and your level of experience.

List production/mobile machinery you have used and your level of experience.

List any foreign languages you can speak, read and/or write and your level of proficiency.

EMPLOYMENT HISTORY -- List all employers beginning with the most recent. Use additional sheet if necessary.

Employer			Date Employed From:	Date Employed To:
Employer's Address			Responsibilities:	
Supervisor	Title	Phone Number	Job Title	
Reason For Leaving				
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later				

Employer			Date Employed From:	Date Employed To:
Employer's Address			Responsibilities:	
Supervisor	Title	Phone Number	Job Title	
Reason For Leaving				
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later				

Employer			Date Employed From:	Date Employed To:
Employer's Address			Responsibilities:	
Supervisor	Title	Phone Number	Job Title	
Reason For Leaving				
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later				

Employer			Date Employed From:	Date Employed To:
Employer's Address			Responsibilities:	
Supervisor	Title	Phone Number	Job Title	
Reason For Leaving				
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later				

Person to whom we may contact. One *must* be your most recent/current employer. Other references may be business associates (former supervisors, managers, etc) who are competent to judge your experience and fitness for employment with the Town of Camp Verde:

Name and Relationship to Applicant (Employer, Teacher, etc.)	Address or E-Mail	Business Occupation	Telephone Number
1. Name	Street		
May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/> Later <input type="checkbox"/>			
Relationship	City		
2. Name	Street		
May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/> Later <input type="checkbox"/>			
Relationship	City		
3. Name	Street		
May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/> Later <input type="checkbox"/>			
Relationship	City		

APPLICANT'S STATEMENT

I hereby understand and acknowledge that, unless otherwise defined by applicable law, my initial employment relationship with the Town of Camp Verde is of an "at will" nature, which means that the *Employee* may resign during the initial evaluation period and the *Employer* may discharge *Employee* during the initial evaluation period with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by me and the Town Manager.

Signature: _____

Date: _____

AUTHORIZATION: Please read carefully and initial each paragraph before signing.

"I declare under penalty of perjury that the facts contained in this application or any resume or other documentation submitted are true and complete to the best of my knowledge. I understand that any false information or significant omissions will disqualify me from further consideration for employment, and will be justification for my dismissal from employment, if discovered at a later date." _____ **Initials**

"I agree to immediately notify the Town if I should be convicted of any crime while my job application is pending or during my period of employment, if hired." _____ **Initials**

"I understand that the Town may be requesting information or a report to contain pertinent information permitted by law from various local, state, federal agencies, and former employers. I understand that the report may include information as to my character, general reputation, personal characteristics, work habits, performance and experience, along with reasons for termination of past employment from previous employers. I voluntarily and knowingly authorize the release of all information requested by the Town of Camp Verde." _____ **Initials**

"I authorize the investigation of all statements contained in this application (and accompanying resume) and further authorize any person, school, current employer (except as expressly noted), past employer(s) and organizations named in this application form (and accompanying resume) to provide the Town information and opinion that may be useful in making a hiring decision. I release all informants from all liability for any damage that may result from furnishing information and opinion (which is truthful or made in good faith) to you." _____ **Initials**

"I understand that, if hired, I may not hold other employment, nor engage in other activities that create a conflict of interest with my position with the Town, unless given permission in writing by the Department Head and the Human Resources Department." _____ **Initials**

Compliance with Rules

"If I become employed, in consideration of my employment, I agree to comply with the rules, regulations, policies and procedures of the Town of Camp Verde." _____ **Initials**

Signature: _____

Date: _____

Notice: Applications without a signature will not be considered.