

EMPLOYMENT APPLICATION

City of Lamar 102 East
Parmenter
Lamar, CO 81052-3299
(719) 336-4376

All Applications must be turned into the Human Resource Office
Applications will be kept on file for 1-year

The City of Lamar is an Equal Opportunity Employer. Race, color, religion, age, sex, disability, marital or veteran status, place of national origin and other categories protected by law are not factors in employment, promotion, compensation or working conditions.

Please Print

Position(s) Applied For		Date of Application	
Last Name		First Name	MI
Address	Street	City	State Zip Code
Mailing Address, if different from above			
Home Telephone: ()		Business Telephone: ()	
Do you have a valid Driver's License?* _____ State/License #: _____			
Have you ever applied to, or worked for the City of Lamar before? _____ If yes, when? _____			
Do you have any friends or relatives working for the City of Lamar? _____ If yes, state name and relationship: _____			
How Did You Learn About Us: ? Advertisement ? Friend ? Inquiry ? Employment Agency ? Relative ? Other _____			
State Briefly why you would like to work for the City of Lamar: _____ _____ _____			
Have you in the last ten years been convicted of a felony (excluding any sealed or expunged convictions)? <i>(NOTE: No applicant will be denied employment solely on the grounds of a conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)</i> If yes, explain: _____ _____ _____			

GENERAL INFORMATION ABOUT EMPLOYMENT DESIRED

Full-time or part-time? _____ If part-time, hours per week desired: _____

Are you available for work on weekends? _____ Are you available to work holidays? _____

Days of week you are available to work: _____ Hours you are available to work: _____

Are you available to work nights? * _____ Are you available to be on-call? _____

If hired, on what date could you start work? _____

Are you able to travel on City business? _____

Hourly rate of pay or monthly salary desired: _____

Education and Training (include on-the-job training):

	School/Location/Sponsor	Course of Study	Dates Attended
High School			
Community College			
Trade School			
College/University			
Seminars/Other			

Special Skills

Do you speak, write or understand any foreign languages? _____

If yes, which language(s)? _____

Do you have any experience, training, qualifications or skills, which you feel make you especially suited for work at the City of Lamar? _____ If so, explain in detail below:

Professional Society Memberships:

Licenses (list states):

Computer Skills	Dates Used	Level of Proficiency
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Hardware:		
Software:		

Use the space below to summarize other relevant experience, skills and background:

Employment History:

List all previous employers starting with your present or most recent position (last 10 years is sufficient) below:

Name of Company:	Telephone: ()
Address:	Employed - (State month and year) From To
Name of Supervisor	Weekly pay Start Last
State Job Title and Describe Your Work	Reason for Leaving
	May We Contact ?Yes ? No
Name of Company:	Telephone: ()
Address:	Employed - (State month and year) From To
Name of Supervisor	Weekly pay Start Last
State Job Title and Describe Your Work	Reason for Leaving
	May We Contact ?Yes ? No

Name of Company:	Telephone: ()
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Address:	Employed - (State month and year) From To
Name of Supervisor:	Weekly pay Start Last
State Job Title and Describe Your Work	Reason for Leaving
	May We Contact ?Yes ? No

Personal/Professional References	Do not include family members or past supervisors		
Name	Telephone Number	Best Time to Call	Occupation
1.			
2.			
3.			

Please Read and Initial Each Paragraph Below (if there is any part of this page you do not understand, please ask the interviewer about it before signing).

I hereby authorize the City of Lamar to thoroughly investigate my references, work records, education and other matters related to my suitability for employment and, further, authorize my current and former employers to disclose to the company any and all letters, reports and other information pertaining to my employment with them, without giving me prior notice of such disclosure. In addition, I hereby release the City of Lamar, my current and former employers, and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

I understand that if offered employment, the offer may be contingent on my passing a pre-employment alcohol and drug screen and a pre-employment physical. By signing this application, I voluntarily agree to submit to a pre-employment alcohol/drug screen and pre-employment physical upon request. I understand that failure to pass the alcohol/drug screen and/or physical will result in withdrawal of the employment offer.

If hired, I also agree to submit to random alcohol or drug testing as a condition of employment. I agree that the City of Lamar may conduct alcohol or drug screening at its sole discretion with or without notice. I also understand that refusal to submit to an alcohol/drug screen will be considered a voluntary resignation of employment.

I understand that **nothing** contained in the application or conveyed to me during any interview, which may be

granted is intended to create an employment contract, implied or explicit between me and the City of Lamar. In addition, I understand and agree that if I am employed, my employment relationship with the City of Lamar is strictly voluntary and at our mutual will. I understand that if employed, my employment is for no definite period and may be terminated at any time, with or without prior notice, with or without cause or reason, at the option of either myself or the City of Lamar, and that no promises or representations contrary to the foregoing are binding on the City of Lamar unless made in writing and signed jointly by the City Administrator and myself.

I understand and agree that any future changes in my title, duties, compensation, working conditions, and/or the City of Lamar benefits, policies and procedures will not alter our at-will agreement.

I understand that if offered employment, I will, as a condition of employment, be required to submit proof of my identity and legal right to work in the United States on my first day of employment.

I understand that I will be required to possess a current and valid Colorado driver's license and understand that I will be required to provide a copy of my official driving record. I also understand that any offer of employment is contingent on my ability to be covered by the City of Lamar's insurance, if required for my position.

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement on this application or on any documents used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

My signature below certifies that I have read and understand this complete page, and agree to the terms and conditions outlined in this document.

Applicant's Signature

Date