



## City of Ponderay - Employment Application

The City of Ponderay is an Equal Opportunity Employer. The City does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, veteran status, genetic information, or any other protected status under applicable federal or Idaho law.

Completion of this application does not guarantee employment. Please print clearly or type.

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### Position Information

**Position Applying For:** \_\_\_\_\_

**Date of Application:** \_\_\_\_\_

**Desired Employment Type:**

Full-Time    Part-Time    Seasonal    Temporary

**Date Available to Start:** \_\_\_\_\_

**Are you legally authorized to work in the United States?**

Yes    No

**If hired, can you provide documentation verifying your identity and authorization to work in the United States?**

Yes    No

**Are you at least 18 years of age?**

Yes    No

**Have you previously worked for the City of Ponderay?**

Yes    No

If yes, position and dates: \_\_\_\_\_

**Do you have any relatives currently employed by the City of Ponderay?**

Yes    No

If yes, please list name(s) and relationship(s): \_\_\_\_\_

## Personal Information

Full Legal Name: \_\_\_\_\_

Preferred Name (optional): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Education & Training

### High School

Name of School: \_\_\_\_\_

City/State: \_\_\_\_\_

Did you graduate?

Yes  No

Diploma/GED/Certificate Earned: \_\_\_\_\_

### College / University / Trade School

Name of School: \_\_\_\_\_

City/State: \_\_\_\_\_ Years Completed: \_\_\_\_\_

Course of Study / Degree: \_\_\_\_\_

### Additional Training, Certifications, Licenses, or Skills

\_\_\_\_\_  
\_\_\_\_\_

# Employment History

*Please list your most recent employer first. Attach additional pages if necessary.*

#1) Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No: \_\_\_\_\_

Position Held: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Dates Employed (mm/yy): \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Duties Performed: \_\_\_\_\_

May we contact this employer?

Yes  No

#2) Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No: \_\_\_\_\_

Position Held: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Dates Employed (mm/yy): \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Duties Performed: \_\_\_\_\_

May we contact this employer?

Yes  No

#3) Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No: \_\_\_\_\_

Position Held: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Dates Employed (mm/yy): \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Duties Performed: \_\_\_\_\_

May we contact this employer?

Yes  No

## Military Service

Have you served in the United States Armed Forces?

Yes  No

Branch of Service: \_\_\_\_\_ Dates of Service: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

Relevant training or experience:

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## Professional References

*Please provide three professional references who are not relatives.*

#1 Reference Name: \_\_\_\_\_

Relationship/Title: \_\_\_\_\_ Phone No: \_\_\_\_\_

Email Address: \_\_\_\_\_

#2 Reference Name: \_\_\_\_\_

Relationship/Title: \_\_\_\_\_ Phone No: \_\_\_\_\_

Email Address: \_\_\_\_\_

#3 Reference Name: \_\_\_\_\_

Relationship/Title: \_\_\_\_\_ Phone No: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Veteran's Preference

The City of Ponderay provides Veteran's Preference in accordance with Idaho Code.

Are you claiming Veteran's Preference?

Yes  No

If yes, please indicate:

Veteran  Disabled Veteran  Eligible Spouse

Applicants claiming Veteran's Preference may be required to provide documentation, including DD-214 and/or documentation supporting eligibility.

## Applicant Certification

I certify that the information provided in this application is true, complete, and accurate to the best of my knowledge. I understand that any false statements, omissions, misrepresentations, or misleading information may disqualify me from employment consideration or result in termination if discovered after employment.

I understand that submission of this application does not guarantee employment and that employment with the City of Ponderay is contingent upon successful completion of all applicable hiring requirements.

I understand that, if hired, my employment with the City of Ponderay is at-will unless otherwise provided by law, contract, or personnel policy.

Applicant Name (print): \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Authorization For Release of Information**

I hereby authorize the City of Ponderay to investigate my background, references, employment history, education, certifications, and other information related to my qualifications for employment, consistent with applicable federal and Idaho law.

I authorize former employers, educational institutions, references, and other persons or organizations to provide information concerning my qualifications and employment history.

I release the City of Ponderay and all individuals or organizations providing information from liability arising from the lawful exchange of such information.

I understand that any offer of employment may be conditioned upon successful completion of background checks, driving record review, reference checks, pre-employment testing, or other lawful employment screening procedures as required for the position.

Applicant Name (print): \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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### **FOR CITY USE ONLY**

Date Application Received: \_\_\_\_\_

Received By: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Interview Scheduled:

Yes  No

Interview Date & Time: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_