

APPLICATION FOR EMPLOYMENT

AN EQUAL OPPORTUNITY EMPLOYER



City of Moscow Human Resources

www.ci.moscow.id.us

206 East 3rd Street
P. O. Box 9203
Moscow, Idaho 83843

(208) 883-7000 phone
(208) 883-7019 TDD

Equal access to programs, services and employment is available to all persons. Those applicants requiring accommodation to the application and/or interview process should contact the Human Resources Department.

Please Print or Type

Position(s) applied for: _____

Referral Source:

- Newspaper Advertisement _____ City Website _____ Walk-in _____
 Other Internet Website _____ Personal Referral _____
 Other _____

Name _____
Last First Middle

Address _____
Street City State Zip Code

Telephone Number _____

May we contact you at work? Yes No If Yes, give work number _____

Have you filed an application here before? Yes No

If yes, give date ____/____/____ and position applied for: _____

Have you ever been employed here before? Yes No If Yes, give dates _____

Are you legally eligible for employment in this country? Yes No

Date available for work _____ Are you on layoff and subject to recall? Yes No

Will you work overtime if required? Yes No Have you ever been bonded? Yes No

Do you have a valid drivers license (if job related)? Yes No Class: _____

Have you been charged with a crime (other than a minor traffic infraction)? Yes No

If Yes, when and where: _____

Please Explain: _____

Employment History

List your last four (4) employers, assignments or volunteer activities, starting with the most recent, including military experience. Explain any gaps in employment in the comments section below.

Current Employer	Telephone	Dates Employed		Summarize the nature of the work performed and job
		From	To	
Address				
Job Title		Salary Starting		
Immediate Supervisor and Title		\$	per	
Reason for Leaving		Salary Final		
May we contact for reference? Yes <input type="checkbox"/> No <input type="checkbox"/> Later <input type="checkbox"/>		\$	per	

Employer	Telephone	Dates Employed		Summarize the nature of the work performed and job
		From	To	
Address				
Job Title		Salary Starting		
Immediate Supervisor and Title		\$	per	
Reason for Leaving		Salary Final		
May we contact for reference? Yes <input type="checkbox"/> No <input type="checkbox"/> Later <input type="checkbox"/>		\$	per	

Employer	Telephone	Dates Employed		Summarize the nature of the work performed and job
		From	To	
Address				
Job Title		Salary Starting		
Immediate Supervisor and Title		\$	per	
Reason for Leaving		Salary Final		
May we contact for reference? Yes <input type="checkbox"/> No <input type="checkbox"/> Later <input type="checkbox"/>		\$	per	

Employer	Telephone	Dates Employed		Summarize the nature of the work performed and job
		From	To	
Address				
Job Title		Salary Starting		
Immediate Supervisor and Title		\$	per	
Reason for Leaving		Salary Final		
May we contact for reference? Yes <input type="checkbox"/> No <input type="checkbox"/> Later <input type="checkbox"/>		\$	per	

Comments (including explanation of any gaps in employment) _____

Educational Background

- A. List last three (3) schools attended, starting with most recent. B. List number of years completed.
 C. Indicate degree or diploma earned, if any. D. Major and minor field of study (if applicable).

A. School (High School, College, Trade School, etc.)	B. Years Completed	C. Degree Completed	D. Major	E. Minor

Skills and Qualifications - Summarize any training, skills, licenses, certificates, etc. that may qualify you as being able to perform job-related functions of the position for which you are applying.

References - List name and phone number of three business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Telephone	Years Known

List professional, trade, business, or civic associations and any offices held. (Exclude memberships which would reveal gender, race, religion, national origin, age, color, disability or other protected status.)

Organization	Offices Held

Military

Are you a veteran or family member who qualifies for and are claiming preference pursuant to Idaho Code § 65-503 or its successor? Yes No

(If Yes, fill out page 5 of application & attach proper documentation)

Have you previously claimed such preference? Yes No

List any additional information you would like us to consider. _____

Are you related by blood or marriage to any person now employed by the City of Moscow, or any elected official of the City of Moscow? Yes No

If Yes, give name and relationship to you: _____

I understand and agree that any misrepresentation made by me on this application will be sufficient cause for cancellation of this application and/or separation from the City of Moscow's service if I have been employed.

I authorize the City of Moscow to investigate my references, work record, education, and other matters related to my suitability for employment and further authorize the references that I have listed to disclose to the City information related to my job skills, knowledge, and abilities. I hereby release from liability the City of Moscow and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

If hired, I understand and acknowledge that I may be required to submit to a criminal history check, physical examination, drug/alcohol testing, and/or other background checks relevant for the position for which I have applied and which will be listed on a lease form that will be attached to the offer of employment.

I understand it is the City's policy not to refuse to hire a qualified individual because of this person's need for an accommodation that would be required by the ADA.

The City of Moscow is an Equal Opportunity Employer. The City of Moscow does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law.

This application is current for 60 calendar days. At the conclusion of this time, if I have not heard from the City of Moscow and still wish to be considered for employment, it will be necessary to fill out a new application.

Signature of Applicant _____ Date ____ / ____ / ____
No typed signatures please. Use electronic signature or print and sign.

VETERAN'S PREFERENCE

If you are NOT claiming Veteran's Preference, please initial here _____.

Per Idaho Code, Title 65, Chapter 5, Employer will afford a preference to employment of veterans. In the event of equal qualifications and experience between candidates for an available position, a veteran who qualifies will be preferred. If claiming veteran's preference, please complete the information below and attach a copy of your DD-214 to this application.

(Reference Idaho Code, Title 65, Chapter 5, and U.S.C. § 2108)

The term "**active duty**" means full-time duty in the Armed Forces, but NOT active duty for training.

Part 1. Preference Eligible Veterans:

- I have a service-connected disability of 10% or more.
- I am the spouse of an eligible disabled veteran, who has a service-connected disability.
- I am the widow or widower of an eligible veteran and have remained unmarried.
- I do not meet any of the selections above, but I served on active duty in the armed forces of the United States for a period of more than one-hundred eighty (180) days and was honorably discharged.

Part 2. Documentation & Signature:

By my signature, I certify that all statements on this form are true and complete to the best of my knowledge. I understand that should an investigation disclose inaccurate or misleading answers, my application may be rejected and my name removed from consideration for employment with the City of Moscow.

- I have attached a copy of my DD-214. Veteran's preference will not be considered without this document.

Name (Please print)

Signature

No typed signatures please. Use electronic signature or print and sign.

Date: _____

Confidential Voluntary Self-Identification

Due to increased reporting requirements, the City of Moscow is required by federal and state laws and regulations to furnish statistical data on all job applicants and new hires. You can assist us by completing the following information.

Providing this data is voluntary and will not affect your opportunity for employment or the terms or conditions of your employment. Even if you decline to provide data, you are requested to put your name, signature and date on this form and return it to the Human Resources Department. This form will be used for EEO-4 and other federal government reporting purposes and will be kept separate from all other personnel records in the Human Resources Department.

Name: _____

Position applied for: _____

Gender:

(Please check one of the options below)

_____ Male _____ Female _____ I decline to identify my gender

Race/Ethnicity:

(Please check one of the descriptions below corresponding to the ethnic group with which you identify.)

_____ **Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

_____ **White (Not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

_____ **Black or African American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.

_____ **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.

_____ **Asian (Not Hispanic or Latino)** – A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

_____ **American Indian or Alaska Native (Not Hispanic or Latino)** – A person having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.

_____ **Two or More Races (Not Hispanic or Latino)** – All persons who identify with more than one of the above six (6) races.

_____ **I decline to self-identify**

Date completed: _____

Official Processing

2014

Applicant Only

Hired _____
Date

Full-time

PT/Seasonal