

CITY OF CHUBBUCK

INTRODUCTION TO APPLICATION PROCESS

CONSENT AND RELEASE OF LIABILITY

THE CITY OF CHUBBUCK HAS ADOPTED AN ALCOHOL AND DRUG FREE WORKPLACE PROGRAM. THEREFORE, ALL PROSPECTIVE NEW HIRE EMPLOYEES, UPON AN OFFER OF EMPLOYMENT, WILL BE REQUIRED TO TAKE A PRE-EMPLOYMENT DRUG TEST (RESOLUTION #9-95).

I understand that before being employed here and according to the Drug/Alcohol Free Workplace Program, I will be required to undergo a drug screen or test, which includes a specimen of my urine for chemical analysis for testing purposes. I understand that this analysis will be conducted by qualified laboratory personnel. The purpose of this analysis is to determine or rule out the presence of non-prescribed or prohibited controlled substance(s) in my system.

I consent freely and voluntarily to this request for a urine specimen. I hereby and herewith release the City of Chubbuck, its representatives, and qualified laboratory personnel and their employees of any liability arising from this request to furnish the specimen, the testing of the specimen and decisions made concerning my application for employment or continued employment based upon the results of the analysis. I understand a documented chain of specimen custody exists to ensure the identity and integrity of my specimen throughout the collection and testing process.

THE CITY OF CHUBBUCK REQUIRES A BACKGROUND CHECK ON ALL PROSPECTIVE NEW HIRE EMPLOYEES.

IF YOU **DO NOT** WISH TO WORK UNDER THE ABOVE POLICIES, PLEASE DO NOT FILL OUT THE ATTACHED EMPLOYMENT APPLICATION. AFTER READING THIS PAGE, IF YOU **DO** WISH TO PROCEED FURTHER AND FILL OUT AN APPLICATION, PLEASE ACKNOWLEDGE THAT YOU HAVE READ, AGREE AND UNDERSTAND THESE STATEMENTS BY YOUR SIGNATURE BELOW.

Signature

Date

City of Chubbuck EMPLOYMENT

APPLICATION FOR

Personal Information

Name:			Date
Social Security Number:	Driver's License No:		
Home Address:			
City, State, ZIP:			
Home Phone:	Business/Message Phone:	US Citizen?	

Position Applying For

Title:	<input type="checkbox"/> F/T	<input type="checkbox"/> P/T	<input type="checkbox"/> Temporary
Date Available:	<input type="checkbox"/> Days	<input type="checkbox"/> Evenings	<input type="checkbox"/> Nights
Referred By:			

Education

High School (Name, City, State):			
Graduation Date:			
Business or Technical School:	Dates Attended:	Degree:	
College:	Dates Attended:	Degree:	

Military

Did you serve in the Armed Forces?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If Yes, What Branch?
Describe any military training received relevant to the position for which you are applying:			

Clerical Skills

Typing, WPM:	Technical Terminology <input type="checkbox"/> Yes <input type="checkbox"/> No	Legal Terminology <input type="checkbox"/> Yes <input type="checkbox"/> No
List Specific Computer Skills:		

Employment History

Company No. 1 (Present or most recent employer):			
Address:		Phone Number:	
Employed (Month and Year):	Rate of Pay:	Average Number of Hours Worked Per Week	
From:	To:	Start:	Ending:
Position(s) Held:		Supervisor's Name:	

Describe your duties:			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		Reason For Leaving:	
Company No. 2 (Past employer):			
Address:		Phone Number:	
Employed (Month and Year): From: To:		Rate of Pay: Start: Ending:	
Position(s) Held:		Average Number of Hours Worked Per Week	
Describe your duties:		Supervisor's Name:	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		Reason For Leaving:	
References <i>List two references who have knowledge of your qualifications for the position for which you are applying. Do not give relatives or former supervisors. The City upon written request will advise you the result of any reference check.</i>			
Name	Telephone	<input type="checkbox"/> Home <input type="checkbox"/> Office	Years Known
Address	City	State	Zip
Name	Telephone	<input type="checkbox"/> Home <input type="checkbox"/> Office	Years Known
Address	City	State	Zip
<p>The information on this application is true and accurate to the best of my knowledge. Any false statements made intentionally will be cause for immediate reprimand and/or dismissal.</p>			
_____ Signature		_____ Date	

It is the policy and practice of the City to recruit, hire and promote qualified applicants without regard to their race, color, religion, sex, age, national origin, handicap or other areas covered by federal, state, or local fair employment laws and regulations.

To further this objective, the City has established procedures to ensure that all personnel actions such as compensation, benefits, transfers, city sponsored training and educational, educational assistance, social and recreational programs and use of all city facilities are administered non-discriminatorily without regard to race, color, religion, sex, age, national origin or handicap.

Revised May 7, 2001