



CITY OF DOUGLAS Employment Application

An affirmative action and equal opportunity employer.

The City of Douglas does not discriminate on the basis of race, color, religion, sex (including pregnancy and sexual harassment), national origin, disability, age, sex (wages), genetics and retaliation; or any other characteristic protected by state or federal law, in its employment practices, programs or operations.

Your signed application can only be accepted in hard copy form. Please submit your completed application to:

**City of Douglas HR Department
425 10th Street, Douglas, AZ 85607**

**Fax: (520) 417-7155
Tel: (520) 417-7326**

Position Desired				
Position Title:				
Job Announcement Number:				
Type of Position you are interested in:		<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Temporary
		<input type="checkbox"/> Seasonal	<input type="checkbox"/> Weekends	<input type="checkbox"/> Shifts
When would you be available to start work?				
Personal Data				
Name:				
Address:				
City:		State:		Zip:
Mailing Address (If different from above)				
Home Phone:	Office Phone:	Message Phone:		Cell Phone:
Email Address:				
Are you legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Have you ever worked or volunteered for the City of Douglas? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please give dates:				
If you answered yes to the above question, and you were employed under a different name, please list the name used:				
Are any of your relatives employed by the City of Douglas? <input type="checkbox"/> Yes <input type="checkbox"/> No Explain:				
Driver's License No. & State:		Class:		Expiration:
CDL No. & State:		Class:		Expiration:
Have you been arrested or charged with any offense within the past 5 years? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, were you ever convicted? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, state when, where, and disposition of case.				
You must disclose any conviction or arrest regardless of the ultimate outcome and regardless of whether your record in connection with the offense was ultimately expunged or cleared. (Conviction of a crime is not necessarily a bar to employment.)				

CITY OF DOUGLAS
Employment Application

Education				
Do you have a High School Diploma? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give name and place of school of graduation:				
Do you have a G.E.D. certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No				
College(s) or University Name and Location	Major	Degree	Date	
Business/Vocational/Technical Schools Name and Location	Course of Study		Diploma & Date	
List License (date & #), professional registrations (date), certificates and professional memberships:				
List Honors, Awards, Fellowships:				
Skills Overview				
Approximate Typing Speed in words per minute:				
List computer software with which you are familiar:				
Fluent in a language other than English:	Language(s):	Speak:	Read:	Write:
Please summarize relevant skills and experience that exemplify your qualifications for the above position:				
References:				
Give name, address and telephone number of three references who are not related to you.				

CITY OF DOUGLAS
Employment Application

Employment History			
Current or most recent employer:			Phone:
Address:			
Your Title:		Number of workers you directly supervised:	
Employment Dates	From:	To:	
Supervisor's name/title:			
Starting Salary:		Present/Ending:	Hours per week:
Description of Duties:			
Reason for leaving or wanting to change:			
May we contact this employer if you are considered for the position? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Employer:			Phone:
Address:			
Your Title:		Number of workers you directly supervised:	
Employment Dates	From:	To:	
Supervisor's name/title:			
Starting Salary:		Ending:	Hours per week:
Description of Duties:			
Reason for leaving or wanting to change:			
May we contact this employer if you are considered for the position? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Employer:			Phone:
Address:			
Your Title:		Number of workers you directly supervised:	
Employment Dates	From:	To:	
Supervisor's name/title:			
Starting Salary:		Ending:	Hours per week:
Description of Duties:			
Reason for leaving or wanting to change:			
May we contact this employer if you are considered for the position? <input type="checkbox"/> Yes <input type="checkbox"/> No			

CITY OF DOUGLAS
Employment Application

Employment History			
Employer:			Phone:
Address:			
Your Title:		Number of workers you directly supervised:	
Employment Dates	From:	To:	
Supervisor's name/title:			
Starting Salary:		Ending:	Hours per week:
Description of Duties:			
Reason for leaving or wanting to change:			
May we contact this employer if you are considered for the position? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Employer:			Phone:
Address:			
Your Title:		Number of workers you directly supervised:	
Employment Dates	From:	To:	
Supervisor's name/title:			
Starting Salary:		Ending:	Hours per week:
Description of Duties:			
Reason for leaving or wanting to change:			
May we contact this employer if you are considered for the position? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Employer:			Phone:
Address:			
Your Title:		Number of workers you directly supervised:	
Employment Dates	From:	To:	
Supervisor's name/title:			
Starting Salary:		Ending:	Hours per week:
Description of Duties:			
Reason for leaving or wanting to change:			
May we contact this employer if you are considered for the position? <input type="checkbox"/> Yes <input type="checkbox"/> No			

CITY OF DOUGLAS
Employment Application

APPLICANT INFORMATION SURVEY

Instructions: The City of Douglas is an Equal Opportunity Employer. The information solicited on this page is being compiled by the City of Douglas HR Department to comply with Federal EEO/Affirmative Action record keeping regulations and to enable related statistical research. You are not required to furnish this information, but your cooperation is encouraged. The information provided on this form is CONFIDENTIAL. This survey will be removed from your application prior to the review process.

Date:	Position Title:
Job Announcement Number:	

Indicate your choice of responses for items A - F by placing an X in the appropriate box.

A. Ethnic Category:

Check only one (definition of categories are below.)

- | | |
|---|--|
| <input type="checkbox"/> White (WH) | <input type="checkbox"/> African American (BL) |
| <input type="checkbox"/> Hispanic (HI) | <input type="checkbox"/> Asian (AS) |
| <input type="checkbox"/> Native American (AI) | |

B. Sex

- | | |
|-----------------------------------|-------------------------------------|
| <input type="checkbox"/> Male (M) | <input type="checkbox"/> Female (F) |
|-----------------------------------|-------------------------------------|

C. Age Group

- | | |
|--|-------------------------------------|
| <input type="checkbox"/> Under 20 (19) | <input type="checkbox"/> 20-29 (20) |
| <input type="checkbox"/> 30-39 (30) | <input type="checkbox"/> 40-49 (40) |
| <input type="checkbox"/> 50-59 (50) | <input type="checkbox"/> 60-69 (60) |

D. Veteran Status

- | | |
|--|---|
| <input type="checkbox"/> I am a veteran of the United States Armed Forces, honorably separated following more than 180 days of active duty. Excluding training and reserve duty. (1) | <input type="checkbox"/> I am not a veteran. (2) |
| <input type="checkbox"/> I am a spouse of a permanently disabled veteran. (3) | <input type="checkbox"/> I am the spouse of an Active duty Armed Forces member who is missing in action.(4) |

E. Are you disabled? (For definition of "disabled" see below.)

- | | |
|----------------------------------|---------------------------------|
| <input type="checkbox"/> Yes (1) | <input type="checkbox"/> No (2) |
|----------------------------------|---------------------------------|
-

CITY OF DOUGLAS
Employment Application

EQUAL EMPLOYMENT OPPORTUNITY SURVEY DEFINITIONS

1. **White:** Includes persons having origins in any of the original peoples of Europe, North Africa, the Middle East, or the East Indian Subcontinents.
2. **Black:** Includes persons having origins in any of the Black racial groups.
3. **Hispanic:** Includes persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
4. **American Indian or Alaskan Native:** Includes persons having origin in any of the original peoples of North America.
5. **Asian or Pacific Islander:** Includes persons having origins in any of the original peoples of the Far East, Southeast Asia or the Pacific Islands (China, Japan, Korea, Samoa, etc.)
6. **Disabled:** Anyone who has a physical or mental impairment which substantially limits one or more major life activities or has a record of such impairment or is regarded as having such an impairment.