

Employment Application

Which position are you applying for?

How did you hear about us?

Your Contact Information

First Name	MI	Last Name	E-mail Address	Phone
Address		City	State	Zip Code

Best time to contact you at home?

If you are under 18 years of age can you provide required proof of your eligibility to work?

Yes No

Have you ever filed an application with us before?

Yes No

Have you ever been employed with us before?

Yes No

Do you have any family that works for the City?

Yes No

If so who?

Are you currently employed?

Yes No

May we contact your present employer?

Yes No

Date available for work

What are your salary requirements?

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

Yes No

Are you willing to relocate?

Yes No

Portfolio Website URL

Education

High School

Name of School	Address of School	Course of Study	Years Completed	Diploma or Degree
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Undergraduate College

Name of School	Address of School	Course of Study	Years Completed	Diploma or Degree
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Graduate / Professional

Name of School	Address of School	Course of Study	Years Completed	Diploma or Degree
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Other

Name of School	Address of School	Course of Study	Years Completed	Diploma or Degree
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Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training received in the United States military.

List professional, trade, business or civic activities and offices held.

Additional Information

Work Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer	Address	Phone Number	Job Title	Supervisor
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Reason for leaving	Start date	End Date	Ending Salary
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Job Responsibility

Employer	Address	Phone Number	Job Title	Supervisor
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Job Responsibility

References

First Name

Last Name

E-mail Address

Phone

First Name

Last Name

E-mail Address

Phone

First Name

Last Name

E-mail Address

Phone

You can save this document as a PDF and mail to personnel@westplains.net along with a resume and cover letter. You can also print this application off and bring it in person to City Hall, to the attention of the Personnel Department.

Feel free to attach your Resume and Cover letter to the email once you submit.