# City of Glenns Ferry

PO Box 910 | 110 E. 2nd Ave. | Glenns Ferry, ID 83623

Phone: (208)366-7418 | Website: glennsferryidaho.org


# APPLICATION FOR EMPLOYMENT

AN EQUAL OPPORTUNITY EMPLOYER

## POSITION INFORMATION

Position Applying For: _____ Available Start Date: _____

Employment Type (check one): ☐ Full-Time ☐ Part-Time ☐ Seasonal/Temporary

Are you legally authorized to work in the United States? ☐ Yes ☐ No

Do you possess a valid driver's license if required for this position? ☐ Yes ☐ No State: _____

Are you willing to travel if the job requires it? ☐ Yes ☐ No

Have you read the job description? ☐ Yes ☐ No

Are you able to perform the essential job functions with or without reasonable accommodation? ☐ Yes ☐ No

## APPLICANT INFORMATION

Full Name: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____ Email: _____

## EDUCATION & TRAINING

High School: _____ Graduate? ☐ Yes ☐ No

College/Trade School: _____

Degree/Certificate: _____

Other Training, Licenses, or Certifications: _____

_____

_____

## SKILLS

Relevant equipment, computer, or technical skills: _____

_____

_____

## EMPLOYMENT HISTORY (List the last 10 years of employment, most recent first)

**Employer:** _____

Address: _____ Phone: _____

Position: _____ Dates of Employment (From–To): _____

Primary Duties: _____

_____

Reason for Leaving: _____

## EMPLOYMENT HISTORY (Next Employer)

**Employer:** _____

Address: _____ Phone: _____

Position: _____ Dates of Employment (From–To): _____

Primary Duties: _____

_____

Reason for Leaving: _____

## EMPLOYMENT HISTORY (Next Employer)

**Employer:** _____

Address: _____ Phone: _____

Position: _____ Dates of Employment (From–To): _____

Primary Duties: _____

_____

Reason for Leaving: _____

## PROFESSIONAL REFERENCES (Do not list relatives)

Name: _____

Relationship:_____ Phone:_____

_____

Name: _____

Relationship:_____ Phone:_____

_____

Name: _____

Relationship:_____ Phone:_____

## CRIMINAL HISTORY (EEOC-COMPLIANT)

A conviction does not automatically disqualify you. Only convictions relevant to the job duties may be considered.
Have you ever been convicted of a crime related to the position you are applying for? ☐ Yes ☐ No

If yes, explain:_____

_____

_____

## NEPOTISM DISCLOSURE

Federal law does not prohibit hiring relatives. Under Idaho state law, a relative may not be hired into a position where a family member would directly supervise, appoint, evaluate, discipline, or set pay for them.
Please answer the following:
Are you related by blood, marriage, or adoption to any current City of Glenns Ferry employee, elected official, or supervisor who would be in your direct chain of command? ☐ Yes ☐ No
If yes, please list the name and relationship: _____

_____

## VETERANS PREFERENCE

If you claim veterans' preference, complete the "Veterans Preference Supplemental Form" and attach required documents.

## AT-WILL EMPLOYMENT ACKNOWLEDGMENT

I understand that employment with the City of Glenns Ferry is at-will, meaning either the City or I may terminate employment at any time, with or without cause, and with or without notice, consistent with the Personnel Policy.

## CERTIFICATION

I certify that the information provided in this application is true and complete. I understand that false or misleading information may result in rejection or termination.

Signature: _____ Date: _____