



CITY OF NAMPA APPLICATION FOR EMPLOYMENT



*The City of Nampa is committed to ensuring equal opportunities to all individuals. If you need an accommodation to participate in the application process, please contact the Human Resource Department at (208) 468-5437.
TDD Relay Service: US WEST 1-800-377-3529 or 7-1-1.*

GENERAL INFORMATION

Position Applied For		Application Date	
		Date Available	
Last Name		First Name	
Mailing Address	City	State	Zip
Home Phone		Message Phone or Cell Phone	
Available to work (check all that apply): <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal			
If position requires driving, do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you legally eligible for employment in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No (Proof of U.S. citizenship or immigration status will be required upon employment)			
Names of relatives or friends employed with the City of Nampa, and how related:			

MILITARY SERVICE: Military Service Record - DD214 must accompany application for military record to be considered when testing is required.

Were you in the US Armed Forces? Yes No If yes, what Branch? _____

Dates of Duty: From _____ To _____ Rank at Discharge _____

EMPLOYMENT HISTORY *Begin with your most recent position and continue with all past employment. Attach additional sheets if necessary.*

Check here if you would like us to notify you prior to contacting your current employer.

Employer's Name		Phone		Work Performed
Address		Position	Last Wage/Salary	
Date Hired	Date Left	Supervisor's Name & Title	Reason for Leaving	

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Thank you for your interest in the City of Nampa. Your application will be considered without regard to age, race, religion, color, national origin, non-job related disability, veteran status, or any other basis prohibited by local, state or federal law.

City of Nampa ♦ 411 3rd Street South ♦ Nampa, Idaho 83651 ♦ (208) 468-5437

Job Line (208) 465-2223 ♦ Fax (208) 468-4435 ♦ Web Address: www.ci.nampa.id.us

EDUCATIONAL INFORMATION

High School Name and Location		High School Diploma or GED <input type="checkbox"/> Yes <input type="checkbox"/> No	
College Name, Location	Major	Degree Attained	G P A
Other (Vo-Tech, Graduate School, etc.)	Major	Degree Attained	G P A
List licenses, certificates, scholastic achievements, professional affiliations, and civic services you believe should be considered in evaluating your qualifications for employment.			

SKILLS

<input type="checkbox"/> 10-Key <input type="checkbox"/> Office Machines <input type="checkbox"/> Software (Please list)			
Typing Speed	Foreign Languages	Other skills related to the position you are seeking	CDL <input type="checkbox"/> Yes <input type="checkbox"/> No Class

PROFESSIONAL REFERENCES

Name	Company	Title	Phone	Relationship
Name	Company	Title	Phone	Relationship
Name	Company	Title	Phone	Relationship

OTHER INFORMATION

Have you ever been convicted of or pleaded guilty or no contest to a misdemeanor or felony offense? Include military service convictions. Do not include arrests that have not resulted in criminal conviction. Yes No If YES, please explain.

No applicant will be denied employment solely on the grounds of a conviction of a criminal offense. The nature and date of the offense, surrounding circumstances, and relevance of the offense to the position applied for, may, however be considered.

This application will expire upon the position being filled. If you wish to be considered for another available position thereafter, you must complete a new application.

I hereby authorize the City of Nampa to thoroughly investigate my references, work records, education, criminal records, and other matters related to my suitability for employment. I further authorize my current and former employers to disclose to the City of Nampa any and all letters, reports and other information pertaining to my employment with them, without giving me prior notice of such disclosure. In addition, I hereby release the City of Nampa, my current and former employers, and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

I understand that the City of Nampa is a drug/alcohol free workplace, and that if I am offered employment, the offer will be contingent on my passing a pre-employment drug test and background check.

I understand that nothing contained in the application or conveyed to me during any interview which may be granted is intended to create an employment contract, implied or explicit, between the City of Nampa and myself. In addition, I understand and agree that if I am employed, my employment relationship with the City of Nampa is strictly voluntary and at our mutual will. I understand that if employed, my employment is for no definite period and may be terminated at any time, with or without prior notice, with or without cause or reason, at the option of either myself or the City of Nampa, and that no promises or representations contrary to the forgoing are binding on the City of Nampa.

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I understand that any omission or misleading information on this application or on any documents used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

My signature below certifies that I have read and understand this complete page, and agree to the terms and conditions outlined in this document.

SIGNATURE

Applicant's Signature	Date
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VOLUNTARY AFFIRMATIVE ACTION INFORMATION

The City of Nampa considers all qualified applicants for employment, and makes all employment-related decisions without regard to race, color, religion, sex, national origin, age, veteran status, or disability.

Please answer the questions below to assist the City of Nampa in complying with federal and state Equal Employment Opportunity and Affirmative Action requirements. Your answers to these questions are completely voluntary, and failure to answer the questions will have no impact on the hiring decision.

This pre-employment form will be kept in a confidential file separate from the Application for Employment.

Thank you for your assistance.

Name		Position Applied For			
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Referred By <input type="checkbox"/> Ad - Press Tribune <input type="checkbox"/> Ad - Statesman <input type="checkbox"/> Ad - Other	<input type="checkbox"/> Friend <input type="checkbox"/> Job Service <input type="checkbox"/> Other	<input type="checkbox"/> Relative <input type="checkbox"/> Internet	<input type="checkbox"/> Walk-In <input type="checkbox"/> Employment Agency	

AFFIRMATIVE ACTION SURVEY

Government agencies require periodic reports on the sex, ethnicity, disabled and veteran status of applicants. This data is for analysis and affirmative action only. **SUBMISSION OF INFORMATION IS VOLUNTARY.**

Please check your applicable race or ethnic category(ies) as defined in governmental terms:

- AMERICAN INDIAN OR ALASKAN NATIVE:** A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- ASIAN:** 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 Phillipines, Thailand, and Vietnam.
- BLACK OR AFRICAN AMERICAN:** A person having origins in any of the Black racial groups of Africa.
- HISPANIC OR LATINO:** A person of Mexican, Puerto Rican, Cuban, Central American, South American, or other Spanish culture or origin.
- WHITE:** A person having origins in any of the peoples of Europe, North Africa, or the Middle East.

Please check any applicable category(ies):

- VIETNAM ERA VETERAN:** Republic of Vietnam service between 2/28/61 and 5/7/75, or military service between 8/5/64 and 5/7/75.
- DISABLED VETERAN:** Receives 10% military disability.
- OTHER ELIGIBLE VETERAN:** Active duty service member receiving campaign or expeditionary badge.
Dates of service: _____

Signature	Date
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