



City of Valley City Application for Employment

(Please Print)

Date of Application: ____ / ____ / ____

Position(s) Applied for: _____

How did You Learn about Us?

Advertisement Friend Inquiry Employment Agency Relative Other _____

Applicant Information:

Full Legal Name: _____ Preferred Name: _____

Address: _____ City: _____ State: _____ ZIP Code: _____

Phone Number: _____ Email: _____

Best time to contact you: ____ : ____ (A.M. , P.M.)

Have you ever filed an application with us before? If yes, give date: ____ / ____ / ____ Yes No

Do any of your friends or relatives work here? If yes, state name, relationship and location: _____ Yes No

Do you have a valid driver's license? Yes No Class D Class B CDL Class A CDL

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

(Proof of citizenship or immigration status will be required upon employment) Yes No

Date available for work: ____ / ____ / ____ What is your desired salary range? _____

Are you available for work: Full Time
 Part Time (Please indicate: Mornings Afternoons Evenings)
 Temporary (Please indicate dates available: ____ / ____ / ____ - ____ / ____ / ____)

Are you currently on "lay-off" status and subject to recall? Yes No

Are you available to work overnight and weekends if on call or during emergency? Yes No

Can you travel if the position requires it? Yes No

If you do not live in Valley City do you plan to relocate? If no, please explain. Yes No

Work Experience:

Start with your present or last job. Include any job-related military service assignments and volunteer activities.

Employer _____	Dates Employed:
Address _____	From _____ To _____ <input type="checkbox"/> Currently Employed
Telephone Number(s) _____	Hourly/Annual Rate/Salary:
Starting/Present Job Title _____	Starting _____ Final _____
Supervisor _____	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for Leaving _____	
Job Duties & Responsibilities:	

Employer _____	Dates Employed:
Address _____	From _____ To _____ <input type="checkbox"/> Currently Employed
Telephone Number(s) _____	Hourly/Annual Rate/Salary:
Starting/Present Job Title _____	Starting _____ Final _____
Supervisor _____	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Starting/Present Job Title _____	Starting _____ Final _____
Supervisor _____	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for Leaving _____	
Job Duties & Responsibilities:	

Education:

School	Name and Address of School	Course of Study	No. of Years Completed	Diploma / Degree
High School				
Undergraduate School				
Graduate / Professional				
Other (Specify)				

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 office held.

Additional Information:

Other Qualifications (Summarize special job-related skills and qualifications acquired from employment or other experience.)

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given. Please review job description before answering this question.

Yes No

Specialized Skills: (Skills / Equipment Operated)

Software you are proficient with.

PC Mac Word Processing Typing (WPM: _____)

Equipment / Mobile Machinery (List).

Other (List).

Comments:

State any additional information you feel may be helpful to us in considering your application. (Ex. Why are you interested in the position, explanation of any gaps in employment?)

PERSONAL / PROFESSIONAL REFERENCES (Do not include family members)				
Name	Phone Number	Best Time to Call	Occupation	Years Known
1.				
2.				
3.				

Applicant's Certification

I hereby certify that the information provided in this application is true, complete, and correct to the best of my knowledge. I understand that any misrepresentation or omission of facts may result in disqualification from consideration for employment or, if employed, may result in disciplinary action up to and including termination of employment.

I understand that submission of this application does not guarantee employment and that neither this application nor any communication by a city official or employee constitutes a contract of employment, either expressed or implied. If hired, I understand that my employment will be subject to an introductory (probationary) period, during which time I may be terminated at the discretion of the City, with or without cause or prior notice, as permitted by North Dakota law. I further acknowledge that after my introductory period, my employment may be terminated for cause by the City in accordance with ordinances, regulations, rules and policies of the City for which I will be responsible to know and follow; or I may resign, with or without cause or notice, unless otherwise provided by a written employment agreement approved by the Board of City Commissioners.

I authorize investigation of all statements contained in this application for employment (and any attachments) as may be necessary in arriving at an employment decision. I understand that I will be subject to a background investigation which may include, depending on the position I am applying for, a review of my criminal, driving, and credit histories, and a pre-employment drug screen. I hereby release all persons and organizations from any liability arising from the release of such information.

By signing below, I acknowledge that I have read, understand, and agree to the terms stated in this certification.

Signature of Applicant

Date

Valley City is an Equal Opportunity Employer. Applicants are considered for all positions without regard to race, color, national origin, religion, sex, age, disability, genetic information, or any other legally protected status.

City of Valley City
EEO-4 Voluntary Self-Identification Form

The Equal Employment Opportunity Commission (EEOC) requires all state and local government employers with 15 or more employees to make or keep records and the information therefrom which are or would be necessary for the completion of report EEO-4 each year. Covered employers must invite employees to self-identify gender and race for this report.

Completion of this form is voluntary, and your choice to complete it will not affect your opportunity for employment or the terms and conditions of your employment. Your responses also will not affect your opportunity for or the terms/conditions of employment. This form will be used for EEO-4 reporting purposes **only** and will be kept separate from all other personnel records; only the human resources department will have access to this form. Please return completed forms to the HR department.

If you choose not to self-identify at this time, the federal government requires the City of Valley City to determine this information by visual survey and/or other available information.

NAME: _____ DATE COMPLETED: _____

JOB TITLE: _____

GENDER:

(Please check one of the two¹ options below.)

- Male
 Female

RACE/ETHNICITY:

(Please check one of the descriptions below corresponding to the ethnic group with which you identify.)

- Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin regardless of race.
- White (Not Hispanic or Latino): A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- Black or African American (Not Hispanic or Latino): A person having origins in any of the Black racial groups of Africa.
- Native Hawaiian or Pacific Islander (Not Hispanic or Latino): A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.
- Asian (Not Hispanic or Latino): 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 Philippine Islands, Thailand and Vietnam.
- Native American or Alaska Native (Not Hispanic or Latino): A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.
- Two or more races (Not Hispanic or Latino): All persons who identify with more than one of the above five races. (For the purposes of this group, identifying as Hispanic or Latino and only one of the listed five race groups does *not* qualify.)
- I do not wish to disclose.

¹ Note: EEO-4 component data collection provides only binary options (i.e., male or female).