



## City of Arkadelphia Application for Employment

Name: \_\_\_\_\_  
Last First Middle

Mailing Address: \_\_\_\_\_  
Street City State Zip

Telephone number: \_\_\_\_\_

Position Applying for: \_\_\_\_\_

Can you perform the duties (essential function of the job), with or without a reasonable accommodation? Yes No

Minimum salary requirement: \_\_\_\_\_

**Employment History: List all employment (including military service) for at least the past five years. Begin with your current employer and complete from most recent to previous. Attach additional sheets if more space is needed.**

**Current Employer:** \_\_\_\_\_ May we contact this employer? Yes No

Company: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Salary: \_\_\_\_\_ Employment Dates: from \_\_\_\_\_ to \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

List job duties: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Previous Employers:**

Company: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Salary: \_\_\_\_\_ Employment Dates: from \_\_\_\_\_ to \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

List job duties: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



# City of Arkadelphia Application for Employment

Company: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Salary: \_\_\_\_\_ Employment Dates: from \_\_\_\_\_ to \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

List job duties: \_\_\_\_\_

Company: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Salary: \_\_\_\_\_ Employment Dates: from \_\_\_\_\_ to \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

List job duties: \_\_\_\_\_

### Education

High School Graduate: Yes No                      If not, have you recieved a GED: Yes No

Highest grade completed: (12=HS grad, 16=BA/BS degree, 18=MS/MA) \_\_\_\_\_

List all college, business, or trade school courses or degrees completed:

School Name	Subject/Degree Completed	Dates

Attach additional sheets if more space is needed

List all licenses/certifications you hold (drivers, water/wastewater, CDL, plumbing insp., electrician, lifeguard, etc.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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List equipment, office machines, and computer programs you have experience operating:

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Please list any additional experience, skills, or training you have had which would help you qualify for the position you are seeking: \_\_\_\_\_

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### Other Information

Are you related to any current City employees or any member of the Board of Directors?    Yes    No

If yes, please give name and relationship: \_\_\_\_\_

### References:

Give the names and address of three (3) persons (not relatives) who have knowledge of your experience, abilities, and knowledge.

Name	Address	Phone Number

Have you ever been convicted of a violation of the law (other than minor traffic violations)?    Yes    No

If yes, list details to include dates and violation history: \_\_\_\_\_  
(Convictions do not automatically disqualify you from employment)

Please list any languages you speak, other than English: \_\_\_\_\_



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Application for Employment**

**CERTIFICATION:**

**I hereby certify that all information I have supplied is true and factual. I agree and understand that any false, misleading, or incomplete information, regardless of time of discovery, may cause my dismissal of employment or rejection as an applicant.**

**I am eligible for employment (per the Immigration and Reform Control Act of 1986) in the United States and will provide proper documentation should I be hired.**

**I understand certain jobs may require an acceptable driver's safety record, and that if my current or future driver's record is unacceptable, my application may be rejected, and if hired, I may be subject to termination.**

**Certain jobs may require a physical and /or psychological exam. I understand these selected job offers will be conditional upon passing the required examination.**

**I give permission for you to check the references I have provided and for the persons contacted to answer your questions about me. I also understand previous employers will be contacted and I will sign a consent for employment records release.**

**I understand that this application does not create any contractual or other legal rights. It does not alter the at-will employment status nor does it create an employment contract for any specified period of time.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

All job offers are subject to approval by the City Manager. This application is the property of the City of Arkadelphia and will become part of the applicant's personnel file if accepted for employment.