



7. Are you currently employed or have you been employed by the City of San Luis?  YES  NO  
 If yes, dates employed: \_\_\_\_\_ Reason for separation: \_\_\_\_\_

8. Do you have relatives working for City of San Luis or serving as elected officials of the City?  YES  NO  
 Name \_\_\_\_\_ Relationship \_\_\_\_\_ Department & Position: \_\_\_\_\_

9. Are you at least 18 years old?  YES  NO  
 (If no, you may be limited by law in the activities and number of hours you may work)  
 - ANSWER ONLY IF YOU ARE YOUNGER THAN 18, circle your age group: younger than 15 – 15 16 – 17

10. Date you are available for work: \_\_\_\_\_

**SECTION B: EDUCATION AND TRAINING**

11. Did you receive a High School diploma or G.E.D.?  YES  NO  
 Name of School: \_\_\_\_\_ City, State: \_\_\_\_\_

12. List Colleges, Universities, Trade or Business Schools Attended or any other training:

COLLEGE/TRADE SCHOOL	CITY	STATE	MAJOR	DEGREE Y/N	TYPE	CREDIT HRS. OBTAINED



13. List position-related licenses, registrations, certificates, or professional memberships:

DESCRIPTION	NUMBER	EXPIRATION

14. Indicate with an "X" your proficiency for each of the following languages:

	Speak	Read	Write	Translate
English				
Spanish				
Other:				

15. Please check all areas in which you are proficient:

	SOFTWARE	VERSION		OFFICE MACHINES	SPEED (if applicable)
	Corel Word Perfect			Typewriter	
	Corel Quattro Pro			10-Key by Touch	
	Microsoft Word			Copier	
	Microsoft Excel			Fax	
	PowerPoint			Calculator	
	CAD			Multi-Line Phones	
	Other:			Mail Postage Machine	

**SECTION C: EMPLOYMENT HISTORY / EXPERIENCE**

In the spaces below list ALL previous employers during the last ten years or all relevant experience if older than ten years starting with the most recent.

Employer: \_\_\_\_\_

Your Title: \_\_\_\_\_

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

No. of people you supervised directly: \_\_\_\_\_

Duration of employment: Years: \_\_\_\_\_ Months: \_\_\_\_\_

Phone Number: \_\_\_\_\_

From: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Full-time

Part-time:

Salary:

Hours per week \_\_\_\_ \$\_\_\_\_\_ per \_\_\_\_\_

Supervisor's Name and title: \_\_\_\_\_

Why did you leave? \_\_\_\_\_

May we contact this employer?  YES  NO if no, explain: \_\_\_\_\_

Describe the duties performed during your employment:

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Employer: \_\_\_\_\_

Your Title: \_\_\_\_\_

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

No. of people you supervised directly: \_\_\_\_\_

Duration of employment: Years: \_\_\_\_\_ Months: \_\_\_\_\_

Phone Number: \_\_\_\_\_

From: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Full-time

Part-time:

Salary:

Hours per week \_\_\_\_ \$\_\_\_\_\_ per \_\_\_\_\_

Supervisor's Name and title: \_\_\_\_\_

Why did you leave? \_\_\_\_\_

May we contact this employer?  YES  NO if no, explain: \_\_\_\_\_

Describe the duties performed during your employment:

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**SECTION C: CONTINUATION**

In the spaces below list ALL previous employers.

Employer: \_\_\_\_\_

Your Title: \_\_\_\_\_

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

No. of people you supervised directly: \_\_\_\_\_

\_\_\_\_\_

Duration of employment: Years: \_\_\_\_\_ Months: \_\_\_\_\_

Phone Number: \_\_\_\_\_

From: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Supervisor's Name and title: \_\_\_\_\_

Full-time

Part-time:

Salary:

Hours per week \_\_\_\_\_

\$\_\_\_\_\_ per \_\_\_\_\_

Why did you leave? \_\_\_\_\_

May we contact this employer?  YES  NO If no, explain: \_\_\_\_\_

Describe the duties performed during your employment:

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

Employer: \_\_\_\_\_

Your Title: \_\_\_\_\_

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

No. of people you supervised directly: \_\_\_\_\_

\_\_\_\_\_

Duration of employment: Years: \_\_\_\_\_ Months: \_\_\_\_\_

Phone Number: \_\_\_\_\_

From: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Supervisor's Name and title: \_\_\_\_\_

Full-time

Part-time:

Salary:

Hours per week \_\_\_\_\_

\$\_\_\_\_\_ per \_\_\_\_\_

Why did you leave? \_\_\_\_\_

May we contact this employer?  YES  NO If no, explain: \_\_\_\_\_

Describe the duties performed during your employment:

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

**SECTION D: IDENTIFICATION**

Do you have a valid Driver's License?  YES  NO Lic. #: \_\_\_\_\_ Class: \_\_\_\_\_ State: \_\_\_\_\_  
 Driver's License endorsements, if any: \_\_\_\_\_

Do you currently hold, plan to run or are you running for a political elected position or are you an officer or are you planning on becoming an officer of a political action committee?  YES  NO If yes, explain \_\_\_\_\_

Have you ever been convicted of a felony?  YES  NO  
 ❖ **Convictions are evaluated in relation to job position and will not necessarily preclude employment.**  
 If YES, provide: Date: \_\_\_\_\_ City, State: \_\_\_\_\_  
 Nature of offense: \_\_\_\_\_

**SECTION E: REFERENCES**

**Provide three references of people who know you and are acquainted with your professional qualifications, personal attributes, education or experience.**

NAME AND TITLE	RELATIONSHIP	PHONE	COMPANY NAME AND ADDRESS

**SECTION F: CERTIFICATE OF APPLICANT**

***READ CAREFULLY BEFORE SIGNING.***

I, hereby, certify that the facts contained in this application are true, accurate, and complete. I understand that any omissions or falsified statements on this application may be cause for disqualification for employment with the City of San Luis or my dismissal. I hereby, authorize the City of San Luis to verify the accuracy of all statements contained in this application, resume, and/or supplements, and any references and employers listed. I also authorize the employers/references listed to provide the City of San Luis with all information concerning my previous employment and any pertinent information they may have, and release all parties from all liability for any damages that may result from furnishing such information.

I further understand that, if employed in a grant-funded position, my continued employment is contingent upon availability of funds and any position will be abolished when the grant expires unless alternate funding is secured.

I further understand that if employed in a temporary, seasonal, emergency, or part-time position, my employment may be terminated at any time, for any reason or for no reason and that I do not have property rights as may be granted to regular status employees who successfully complete their probationary periods.

\_\_\_\_\_  
 Applicant's Signature

\_\_\_\_\_  
 Date

**Human Resources Use ONLY - Do not write below this space**

Meets minimum qualifications      Comments: \_\_\_\_\_      Reviewed by: \_\_\_\_\_  
 Does not meet minimum qualifications      \_\_\_\_\_  
 Received late      \_\_\_\_\_      Date: \_\_\_\_\_



**City of San Luis**  
**APPLICANT FLOW SUPPLEMENTAL INFORMATION FORM**

APPLICANT COMPLETES THIS SECTION.

POSITION APPLIED FOR: \_\_\_\_\_  
NAME: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

Supplying this data is optional. City of San Luis policy provides that it will be used for the purpose of tracking your application and for statistical purposes.

How did you first learn of this opening? (Check only one)

Human Resources Posting Board       Newspaper  
 Job Fair       Friend or relative  
 Job Service Office       Internet: (specify site) \_\_\_\_\_  
 City of San Luis employee       Other: (specify) \_\_\_\_\_

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**INVITATION TO SELF-IDENTIFY (OPTIONAL)**

City of San Luis, in accordance with Title 41 Code of Federal Regulations Chapter 60-1.40; 60-2.21 (b)(4); and Arizona Revised Statutes 41-1463 invites all applicants or employees to complete the following information listed below. The information obtained will be treated in confidential manner and will be kept separate from your application. It will be used to assist fulfilling the City's federal and state statistical reporting and for internal assessment of applicant flow. This information is voluntary and refusal to provide it will not subject you to any adverse treatment. Thank you very much for your consideration and assistance.

**Gender:**  Female      **Ethnicity:**  White       Black  
 Male       Hispanic       Asian/Pacific Islander  
 Native American/Alaskan Native  
 Other: (specify) \_\_\_\_\_

City of San Luis bases decisions on employment solely upon the individual's qualifications or the position being filled. The City recruits, hires and promotes for all job classifications without regard to race, sex, color, religion, age, national origin, disability, Vietnam Era or special disabled veteran status, or sexual orientation in compliance with the requirements of Title VII of the Civil Rights Act of 1964, as amended, Sections 503 and 504 of the Rehabilitation Act of 1973, as amended, the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Americans with Disabilities Act of 1990, the Age Discrimination in Employment Act of 1967, and City of San Luis policy.



**CITY OF SAN LUIS**  
**OFFICE OF THE DIRECTOR OF HUMAN RESOURCES**  
**EMPLOYMENT BACKGROUND DISCLAIMER**

I, \_\_\_\_\_, authorize the City of San Luis to make any investigation of my personal or employment history and authorize any former employer, person, firm, corporation, or government agency to give City of San Luis any information they may have regarding me.

In consideration of the City of San Luis review of this application, I release the City of San Luis from any liability as a result of furnishing and receiving this information.

**ATTEMPTS TO INFLUENCE CITY OF SAN LUIS COUNCIL MEMBERS**

In order to enforce our City code 3-2-1-F, any candidate who attempts to directly or indirectly contact members of the City of San Luis Council with the intent of influencing the City's employment decision will be disqualified from candidacy for this position.

I have read and understand the provisions of the statements provided in the preceding paragraphs.

Signature \_\_\_\_\_

Date \_\_\_\_\_