

APPLICATION FOR EMPLOYMENT

P. O. BOX 128
OAK CREEK, CO 80467
(970) 736-2422
clerk@townofoakcreek.com



Full name: _____
Last First M.I.

Address: _____
Street address Apt/Unit #
_____ City State Zip Code

Email: _____

Phone: _____ Date Available: _____

Position applied for: _____

Are you a citizen of the United States? Yes No
Proof of citizenship or immigration status will be required upon employment.

If no, are you authorized to work in the U.S.? Yes No

If you are under 18 years of age, can you provide required proof of your eligibility to work?
Yes No

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? A description of the essential job functions can be found in the job posting.
Yes No

If required for the position, do you have a valid Driver's License? Yes No
Type? Class R (Regular) CDL, Class A CDL, Class B CDL, Class C

Have you ever worked for the Town of Oak Creek? Yes No
If yes, when? _____

Are you related to a current Town of Oak Creek employee? Yes No
If yes, please explain: _____

We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, creed, national origin, ancestry, sex, pregnancy (including childbirth, lactation, and related medical conditions), sexual orientation, gender identity or expression, age, disability, genetic information, marital status, veteran or military status, or any other status protected by applicable federal, state, or local laws.

APPLICATION FORM WAIVER

All information contained in the application is subject to verification. The Town of Oak Creek will conduct background checks including, but not limited to, work references, driving records, criminal background records and educational attainment.

I understand an employment offer may be contingent upon successful completion of a pre-employment alcohol/drug test, review of work references, and result of background check. I understand that specific positions at the Town of Oak Creek require proof of an acceptable driving record and that maintaining an acceptable driving record is a condition of continued employment. I understand that my name, date of birth and social security number may be submitted to the Colorado Bureau of Investigation for a statewide criminal records check.

I understand and agree that my final placement with the Town of Oak Creek may be conditional upon a determination that I have NOT BEEN ARRESTED OR CONVICTED for any crime against children, crime of violence, sexual crime, or any offense that would, in the judgment of the Board of Trustees or Department Head, make it inappropriate for me to have contact with youth or that would make it inappropriate for me to work in the position applied for. I hereby authorize the Town of Oak Creek to receive any criminal history record information pertaining to me which may be contained in the files of any state or local criminal justice agency.

I also understand that, in the event I am placed in a job which does serve youth, my name, date of birth and social security number will be submitted annually to state and local agencies to check for any criminal history record information pertaining to me, as a condition of my continued employment and that the finding of information determined to be inappropriate will result in my immediate dismissal or discharge.

If employed, I agree to provide proof of identity, relevant licensure or credentials, and authorization for employment in the United States.

If employed, I agree to abide by all policies, regulations and guidelines established by the Town of Oak Creek.

I certify that all the information provided herein is true and complete to the best of my knowledge. I agree and understand that omissions, misstatements, and falsifications will cause forfeiture on my part of all eligibility to any employment with the Town of Oak Creek and may be cause for rejection of this application, removal of my name from eligibility lists, or discharge from Town service. In addition, I give the Town of Oak Creek the right to investigate and verify any information obtained through the application process. Permission is granted and I release from any and all liability any employer, agency or individual assisting the Town of Oak Creek in providing relevant, job-related information that will assist in this process.

I understand that any applicant who knowingly or willfully makes a false statement of any material fact or thing in the application is guilty of perjury in the second degree as defined in Section 18-8-503, C.R.S., and, upon conviction thereof, shall be punished accordingly.

I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the Town of Oak Creek is of an "at will" nature, which means that the employee may resign at any time and the Town may discharge an employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless an authorized executive of this organization specifically acknowledges such change in writing. I have read and understand the "Application Form Waiver" and am acknowledging same by my dated signature hereafter.

Applicant Signature: _____ Date: _____

Please email completed application and resume to
clerk@townofcreek.com.

If you do not have a resume, please fill out and submit the following:

EDUCATION

High School: _____ Town, State: _____

From (Mo/Yr): _____ To: _____ Did you Graduate? Yes No

College: _____ Town, State: _____

From (Mo/Yr): _____ To: _____ Did you Graduate? Yes No

Other: _____ Town, State: _____

From (Mo/Yr): _____ To: _____ Did you Graduate? Yes No

PREVIOUS EMPLOYMENT

Company Name #1 : _____

Job Title: _____ From (Mo/Yr): _____ To: _____

Responsibilities: _____

May we contact your previous supervisor for a reference? Yes No

Company Name #2 : _____

Job Title: _____ From (Mo/Yr): _____ To: _____

Responsibilities: _____

May we contact your previous supervisor for a reference? Yes No

MILITARY SERVICE

Branch: _____ From (Mo/Yr): _____ To: _____

Rank at discharge: _____ Type of discharge: _____

If other than honorable, explain: _____