

CITY OF WATERTOWN, SD

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

Human Resources
23 – 2nd St. NE, P.O. Box 910
Watertown, SD 57201-0910



PLEASE READ: This form is an application for employment with the City of Watertown and is not intended as any guarantee of employment or contract of employment with the City. Please complete all parts of this application to the best of your ability. Any false or misleading information provided on this application may be grounds for refusal to hire or termination of employment. All applicants are considered without regard to race, color, religion, national origin, gender, age, disability, marital status, veteran status, sexual orientation, citizenship, political affiliation, or any other characteristic protected by law in all employment decisions.

A new application must be completed for each position for which you apply; including returning part-time, seasonal or temporary employees. Resumes will not be accepted in lieu of completion of any part of this application.

PERSONAL – Please Type or Print

Last Name First Name Middle Name / Initial

Home /Street Address City State Zip

Primary phone (w/area code): _____ Secondary phone (w/area code): _____

Email address: _____

Are you legally eligible for employment in this country? YES NO (Proof of eligibility will be required upon employment)

Do you claim Veteran's Preference? YES NO (If yes, attach a copy of DD214 – separation papers)

Provide name & relationship of any relative who works for the City of Watertown

Provide position(s) held, dates of employment, and reason(s) for leaving if you have ever been employed by the City of Watertown

List below any violations, other than parking tickets, for which you have been convicted of or pled guilty to within the last five years. Provide type of offense, place, date and sentence. **Convictions will not necessarily disqualify you from employment with the City of Watertown. Please be complete. All information is subject to verification. Omitted disclosure, intended or unintended, may disqualify an applicant.**

Complete the following if a valid driver's license is a requirement for the position you are applying for:

Driver's License Information: _____
State License # Class Expiration Date

Commercial Class Endorsements

POSITION – Complete the section below for the position of this application

Full-time: **Position Title:** _____ **Available Start Date:** _____

Police – (must be at least 21 years of age on date of application)

Fire – (must be at least 18 years of age on date of application)

Other (both exempt and non-exempt full-time positions)

Other: **Position Title:** _____ **Department:** _____

Seasonal (duration of season only) Indicate season: summer _____ or winter _____

Part-time (employee works less than 30 hours per week)

Temporary (position created for a definite period of time only - not to exceed 1040 hrs)

Minimum hours desired _____ **Available start date** _____ **End date** _____

City of Watertown
PO Box 910 – Watertown, SD 57201
605.882.6203 (phone) – 605.882.6218 (fax)

EDUCATION AND TRAINING

| School | Name of School / Issuing Agency – City & State | Did You Graduate/ GED (Yes / No) | Degree Received or Years/Hours Completed | Major & Minor Fields of Study |
|---------------------------|--|----------------------------------|--|---|
| High School or equivalent | | | | <i>(No need to complete this area of study for high school)</i> |
| Vocational Technical | | | | |
| College / University | | | | |
| Other | | | | |

LICENSE OR CERTIFICATES

| License or Certificate | Issuing State | License or Certificate No. | Expiration Date (if applicable) |
|------------------------|---------------|----------------------------|---------------------------------|
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EMPLOYMENT RECORD

Beginning with your current or most recent employment, provide complete information. Use additional paper if necessary.

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|--|------------------------------|--------------------|---|
| Employer / Company | | Address | |
| Phone | Supervisor | Reason for Leaving | |
| Dates of Employment From (Mo/Yr) | To (Mo/Yr) | Ending Wage/Salary | May we contact this employer? If NO, please explain |
| Position Title | List Duties/Responsibilities | | |
| If you had supervisory responsibilities, please indicate how many individuals you supervised: _____ or N/A | | | |

| | | | |
|--|------------------------------|--------------------|--|
| Employer / Company | | Address | |
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| Dates of Employment From (Mo/Yr) | To (Mo/Yr) | Ending Wage/Salary | |
| Position Title | List Duties/Responsibilities | | |
| If you had supervisory responsibilities, please indicate how many individuals you supervised: _____ or N/A | | | |

| | | | |
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| Position Title | List Duties/Responsibilities | | |
| If you had supervisory responsibilities, please indicate how many individuals you supervised: _____ or N/A | | | |

PROFESSIONAL REFERENCES

List individuals familiar with your work – DO NOT include relatives

| Name | Employer / Title | Relationship | Years Known | Provide best contact information – email or phone - include area code for phone contact |
|------|------------------|--------------|-------------|---|
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Acknowledgement and Authorization

Please read each of the following carefully before signing this application:

I understand and agree that:

1. The City has my authorization to thoroughly investigate my work history; including contacting current and former employers. I will hold no person, corporation, or organization liable for giving or receiving information in this investigation.
2. In consideration of employment, I agree to conform to the rules and regulations of the City and I understand that no representative of the City has any authority to enter into any agreement, oral or written, for employment for any specified period of time or to make any agreement or assurances contrary to City policy.
3. The City is an equal opportunity employer. No question on this application is used for the purpose of limiting or excluding any applicant’s consideration for employment on a basis prohibited by local, state, or federal law.
4. As part of the City employment process, the City may conduct a background check to confirm the accuracy of information supplied on this application. By signing this application, I knowingly and voluntarily authorize such investigation upon receiving a conditional offer of employment.
5. I understand that passing pre-employment screenings, including drug and alcohol screening, fitness testing or psychological screening may be a requirement for some positions within the City. I understand that if a conditional offer of employment is given for a position with any of these requirements, a satisfactory completion of such pre-employment testing is considered a pre-requisite for qualifying for employment.
6. I further knowingly and voluntarily acknowledge that should any authorized background investigation produce omitted disclosure, intended or unintended, my application may be rejected.
7. I have read and agree to the above and hereby certify that the information provided in this employment application, including any additional information attached hereto, as well as any supplied during the hiring process, is true and complete. I further acknowledge that this is an application for employment and is not an offer of employment.

UNSIGNED APPLICATIONS WILL BE DISQUALIFIED.

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|------------------------|-------|
| Applicant’s Signature: | Date: |
|------------------------|-------|