



Town of Thatcher

Please submit your completed application to:

Thatcher Town Hall
3700 W Main Street
Thatcher, AZ 85552

Phone: (928) 428-2290
Fax: (928) 428-7061
Email: areidhead@thatcher.az.gov

Application for Employment: Please Print in Black Ink or Type
Applicants for all positions are considered without regard to race, color, sex, national origin, age, marital or veteran status, sexual orientation or the presence of disabilities. *We are an Equal Opportunity Employer.*

Position Desired	Salary Range Desired	Date of Application
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Personal Information

Last Name	First Name	Middle Name	
Mailing & Physical Address	City	State	Zip Code
Cellular Telephone	Work Telephone		
Email Address	Do you have a valid AZ Driver's License?		

If you are under 18 years of age, can you provide required proof of your eligibility to work?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever filed an application with us before?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, give date _____
Have you ever been employed with us before?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, give date _____
Are any of your relatives or friends working for the Town of Thatcher? If yes, please list name(s):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently employed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
May we contact your present employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? <i>(Proof of citizenship or immigration status will be required upon employment)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
On what date would you be available for work?	_____
Are you available to work:	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Shift Work <input type="checkbox"/> Temporary
Are you currently on "lay-off" status and subject to recall?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can you travel if a job requires it?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of a felony?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you been dishonorably discharged from the military for any crime involving moral turpitude?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, to either of the above questions, please explain:	

Education

	Name and Address of School	Course of Study / Credit Hours Earned	Years Completed / Date Graduated	Diploma/Degree (BA, MS, PhD)
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Indicate any foreign language(s) you can speak, read and / or write			
	Fluent	Good	Fair
Speak			
Read			
Write			

Describe any specialized training, apprenticeship, skills, and extra-curricular activities.

Describe any job-related training received in the United States military.

Employment Experience Start with your present or last job. Please attach your resume.

1.	Employer	Dates Employed From To		Duties / Work Performed
	Address, City, State, Zip Code			
	Telephone Number(s)		Hourly Rate / Salary Starting Final	
	Job Title	Supervisor		
	Reason for Leaving			
2.	Employer	Dates Employed From To		Duties / Work Performed
	Address, City, State, Zip Code			
	Telephone Number(s)		Hourly Rate / Salary Starting Final	
	Job Title	Supervisor		
	Reason for Leaving			
3.	Employer	Dates Employed From To		Duties / Work Performed
	Address, City, State, Zip Code			
	Telephone Number(s)		Hourly Rate / Salary Starting Final	
	Job Title	Supervisor		
	Reason for Leaving			
4.	Employer	Dates Employed From To		Duties / Work Performed
	Address, City, State, Zip Code			
	Telephone Number(s)		Hourly Rate / Salary Starting Final	
	Job Title	Supervisor		
	Reason for Leaving			

↳ If you need additional space, please continue with a separate sheet of paper ↵

<p>List professional, trade, business or civic activities and offices held that you consider relevant to your ability to perform this job. You may exclude membership(s), which would reveal gender, race, religion, national origin, age, ancestry, disability, or other protected status.</p>

Additional Information

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Computer Language/Tools

Please indicate the software on which you have training or experience.

Driving and Criminal Conviction Records

Your driving record will be considered. Driving for the Town is a requirement of your position.

Current driver's license number:

Class:

State:

Criminal Convictions

Have you ever been convicted of a misdemeanor or felony (other than minor/civil traffic offense), placed on probation, fined, or given a suspended sentence (including military trial convictions and including convictions expunged or set aside)? Note that reckless operation, hit-and-run, D.U.I./ excessive speeding, and similar charges are NOT considered minor traffic offenses. Yes No

IMPORTANT NOTE: The Town of Thatcher conducts post-officer criminal background checks which includes both the Arizona DPS and the national FBI databases. Full disclosure on this question is of great importance. A criminal conviction will not necessarily disqualify you from Town employment. The relationship of the conviction to the position, as well as the nature and severity of the conviction, the passage of time, and subsequent job history/performance will all be considered.

If you answered yes to the question above, please give details below (attach additional page if necessary).

Date of Conviction: _____ Court Location: _____ Nature of Conviction: _____

State any additional information you feel may be helpful to us in considering your application.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation as described.

Yes No

Professional References

Name	Address	Reference Employer
Telephone	City, State, Zip Code	Reference Position

Name	Address	Reference Employer
Telephone	City, State, Zip Code	Reference Position

Name	Address	Reference Employer
Telephone	City, State, Zip Code	Reference Position

Acknowledgments – Release of Information

Please read carefully before signing.

	Initials
I understand that, if hired, I may be fingerprinted. Any fingerprints taken will be used to conduct background reviews at the federal, state, and local levels.	
I authorize the investigation of all statements contained in this application and resume. I also authorize the Town of Thatcher to contact my present employer (unless otherwise noted on this application), past employers, and listed references.	
I understand that I may be driving a Town vehicle during my employment with the Town of Thatcher. The Town of Thatcher may initially and periodically review my driving record with the motor vehicle division (MVD) and other available sources. For this purpose, I will provide my authorization to allow the Town of Thatcher access to my driving record. I will therefore provide my driver's license number, state of issue, and expiration date.	
I authorize any person, school, current employer (except as noted), past employer(s), and organizations named in this application and resume to provide the Town of Thatcher with relevant information and opinion that may be useful to the Town of Thatcher in making a hiring decision, and I release such persons and organizations from any legal liability in making such statements.	
I understand that all employees of the Town of Thatcher are governed by a code of conduct and such additional codes governing attire at the workplace as may be adopted by the Town.	
I understand that if the Town of Thatcher terminates my employment for criminal dishonesty or breach of trust, the authorities will be notified, and I may be criminally prosecuted.	
I understand that, if hired, I may not hold other employment or engage in activities that would create a conflict of interest.	
I understand that as an employee of the Town of Thatcher, except for certain personal information, my personnel file is considered a public record.	
I understand that this application is not a contract of employment.	

I understand after a conditional offer of employment is made, all persons with a conditional offer will be subjected to drug testing. Applicants must report for testing as requested by the Town of Thatcher. An applicant who fails a drug test will have the employment offer withdrawn.

I hereby declare the information provided by me in this Application for Employment is true, correct, and complete to the best of my knowledge. I understand that if employed, any misstatement or omission of fact on this application may be considered as cause for dismissal from employment.

Printed Name

Signature

Date

FOR HUMAN RESOURCE DEPARTMENT USE ONLY

Date Received in HR:

Date sent to Department:

Placed on interview list:

Notified of Status:

Yes___ No___

Yes___ No___

Interviewed by: _____

Date: _____

Notes:

Large empty rectangular box for notes.