



# CITY OF RIVERTON EMPLOYMENT APPLICATION

The City of Riverton is an Equal Opportunity Employer. Applicants are considered for employment without regard to sex, marital status, race, color, religion, creed, national origin, age, physical or mental disability. The City seeks to provide equal access and equal opportunity in employment and services and does not discriminate on the basis of handicap.

Please use an additional sheet of paper if more space is needed to answer any of the following questions.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_-\_\_\_\_\_  
Last Name First Name Middle Initial Social Security Number

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Street Address/P.O. Box City State Zip Code Telephone No. Message Telephone No.

Transportation to job?  Yes  No Driver's license #: \_\_\_\_\_ State/Type \_\_\_\_\_

Are you a United States citizen?  Yes  No If no, Alien Registration # \_\_\_\_\_

Are you looking for: Full time position?  Part-time position?  Temporary position?

Position(s) applied for: \_\_\_\_\_

Specify days and hours for which you are available: \_\_\_\_\_

Date Available \_\_\_\_\_ Desired Salary: \_\_\_\_\_

How were you referred to the City of Riverton? \_\_\_\_\_

Have you applied with the City of Riverton before?  Yes  No If yes, specify the date(s): \_\_\_\_\_

Have you been employed by the City of Riverton before?  Yes  No If yes, specify the date(s): \_\_\_\_\_

Are you at least 18 years of age?  Yes  No If no, give birth date: \_\_\_\_\_

Have you ever used any other name(s)?  Yes  No If yes, state the name(s) : \_\_\_\_\_

Have you ever been bonded?  Yes  No If yes, state when and where : \_\_\_\_\_

Have you ever been convicted of any criminal offense?  Yes  No If yes, please explain: \_\_\_\_\_

Give the names of any relatives, and their relationship to you, who are currently working for the City of Riverton.

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

**EMPLOYMENT HISTORY** - List your most recent position first. (Please do not “refer to resume”)

Employer:	Address: Telephone:
Job Title:	Dates employed: From _____ To
Supervisor:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Work Performed:	Reason for leaving:

Employer:	Address: Telephone:
Job Title:	Dates employed: From _____ To
Supervisor:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Work Performed:	Reason for leaving:

Employer:	Address: Telephone:
Job Title:	Dates employed: From _____ To
Supervisor:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Work Performed:	Reason for leaving:

Employer:	Address: Telephone:
Job Title:	Dates employed: From _____ To
Supervisor:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Work Performed:	Reason for leaving:

**SKILLS** - Summarize special skills, qualifications, and equipment used. \_\_\_\_\_

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**EDUCATION**

	Years Completed	Name & Address	Diploma, Degree, or Certificate	Major
High School	9 10 11 12 GED			NA
Voc / Trade Schools	NA			
College / University	1 2 3 4			
College / University	1 2 3 4			
Graduate / Professional Schools	1 2 3 4			

**PERSONAL/PROFESSIONAL REFERENCES**

List three references other than former employers or relatives:

Name	Address	Telephone No.	Occupation	Length of Acquaintance

**OTHER**

Additional comments you feel would assist us in evaluating your qualifications. \_\_\_\_\_

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I certify that answers given herein are true and complete to the best of my knowledge. I understand that nothing in this employment application is intended to create an employment contract between the City of Riverton and me.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_