



City of Greenleaf
20523 North Whittier Drive
Greenleaf, Idaho 83626
208/454-0552
cityhall@greenleaf-idaho.us

PLEASE TYPE OR PRINT LEGIBLY

Position Applied for _____ Date of Application: _____

Name: _____
Last First Middle Social Security Number (optional)

Present Address: _____
Number Street/P.O. Box City State Zip

Phone: _____ Work/Message Phone: _____

Availability:

Date Available: _____ Type Position:: Full Time Part Time Temporary

Days/Hours you are available to work: (Check all below that apply)
Weekdays (to) Saturday (to) Sunday (to)

Are you willing to perform job-related travel? Yes No (Check all that apply) overnight 1 week longer

Personal:

Check here if you are 18 years of age or over. (Subject to work restrictions.)

Are you legally eligible for employment in the United States? Yes No
(Proof of citizenship or immigration status will be required within 3 days of employment.)

Have you ever been convicted or pled guilty to a felony or a misdemeanor, including withheld judgments and bond forfeiture? Yes No If yes, give details below. (This will not necessarily disqualify you.)

State Law restricts some employment of relatives. List name and position of any City of Greenleaf elected officials or employees who are relatives by blood, adoption or marriage:

Do you have a valid driver's license? Yes No (required to drive City of Greenleaf vehicles) Commercial Drivers License? Yes No

List State: _____ Number: _____ Date Expires: _____

Have you ever worked for or applied for work with the City of Greenleaf before? If yes, list dates and name if different.

Have you ever been involuntarily terminated from employment or asked to resign in lieu of proposed termination? Yes No If yes, can the terms be disclosed by you? Yes No If yes, explain on separate sheet of paper.

Idaho law provides for veterans preference to applicants who have been in the military service of the United States during a RECOGNIZED WAR PERIOD or as defined by Idaho Code Title 65 Chapter 5.
I wish to claim preference. (Attach DD-214 form to claim preference, or if currently serving, copy of valid ID card)

Have you ever been employed under a different name? If yes, list name and dates of employment.

Education:

Do you have a high school diploma or equivalent (GED)? Yes No

Describe Proficiency: (Be prepared to demonstrate)

Typing or computer keyboarding experience? Yes speed _____ No

Personal Computer experience? Yes years/mo _____ No

List Software Programs you have worked with:

Word Processing: _____ Spreadsheet: _____

Database: _____ Browser: _____

Other Software: _____

List other job-related skills, licenses, certifications, or memberships:

Personal References:

(INCLUDE INDIVIDUALS WHO ARE QUALIFIED TO EVALUATE YOUR CAPABILITIES AND ARE NOT PREVIOUS SUPERVISORS OR RELATED TO YOU.)

Name/Occupation	Address	Phone	Email

Given your knowledge, skill, education and experience, are you able to perform the tasks for which you are applying as set forth in the job description ? Yes No

CERTIFICATION

By my signature below, I certify that the facts contained in the application and its attachments are true, accurate, and complete to the best of my knowledge and I understand that false or misleading statements or material omissions on this application or provided in interviews constitute grounds for denial of employment, or for immediate dismissal if already employed.

By my signature below, I certify my understanding that this employment application is not an employment agreement and/or an expressed or implied employment contract.

By my signature below, I certify my understanding that acceptance of an offer of employment does not create a contractual obligation upon the City of Greenleaf to continue to employ me in the future.

Signature

Date