



425 Papermill Rd  
 PO Box 158  
 Taylor, Arizona 85939  
 928-536-7366  
 FAX: 928-536-7027

# Application for Employment

**PRE-EMPLOYMENT DRUG TESTING REQUIRED**

**Applications accepted for open positions only**

Desired Position: \_\_\_\_\_ Application Date: \_\_\_\_\_

Name: Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ Cell Number \_\_\_\_\_ E-Mail \_\_\_\_\_

If necessary, best time to call you at home is? \_\_\_\_\_ May we contact you at work?  YES  NO

If yes, work number: \_\_\_\_\_ Best time to call? \_\_\_\_\_

Have you filed an application here before? \_\_\_\_\_

If yes, when and for what position? \_\_\_\_\_

Have you ever been employed here before? If yes, when \_\_\_\_\_

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

Are you related to any Town of Taylor Employee?  YES  NO

If yes, who and what is your relationship? \_\_\_\_\_

If hired when are you available to start work? \_\_\_\_\_ What is your desired salary range? \_\_\_\_\_

Are you on lay-off and subject to recall?  YES  NO

Will you travel if job requires it?  YES  NO Will you relocate if job requires it?  YES  NO

Are you able to meet the attendance requirements of the position?  YES  NO

Will you work overtime if required?  YES  NO

Have you ever been bonded?  YES  NO

Have you ever pled guilty or no contest to or been convicted of any criminal offense?  YES  NO  
 (Such conviction may be relevant if job related, but is not an absolute bar to employment.)

If YES, please explain:

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AN EQUAL OPPORTUNITY EMPLOYER

# Employment History

Employment history must be listed here. You may also include a resume, but it will not replace this list.

List your last four (4) employers, assignments or volunteer activities, starting with the most recent, including military experience. Years of experience may be used to determine wage. Use additional paper if needed and include employer, name of contact person, phone number, type of work done and responsibilities. Explain any gaps in employment in comments section below.

Employer \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Dates Employed \_\_\_\_\_ To \_\_\_\_\_ Rate of Pay Started at \$ \_\_\_\_\_ per \_\_\_\_\_ Ended at \$ \_\_\_\_\_ per \_\_\_\_\_

Job Title/Position \_\_\_\_\_ Supervisor's Name and Title \_\_\_\_\_

Work performed and job responsibilities: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ May we contact for reference?  Yes  No  Later

Employer \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Dates Employed \_\_\_\_\_ To \_\_\_\_\_ Rate of Pay Started at \$ \_\_\_\_\_ per \_\_\_\_\_ Ended at \$ \_\_\_\_\_ per \_\_\_\_\_

Job Title/Position \_\_\_\_\_ Supervisor's Name and Title \_\_\_\_\_

Work performed and job responsibilities: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ May we contact for reference?  Yes  No  Later

Employer \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Dates Employed \_\_\_\_\_ To \_\_\_\_\_ Rate of Pay Started at \$ \_\_\_\_\_ per \_\_\_\_\_ Ended at \$ \_\_\_\_\_ per \_\_\_\_\_

Job Title/Position \_\_\_\_\_ Supervisor's Name and Title \_\_\_\_\_

Work performed and job responsibilities: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ May we contact for reference?  Yes  No  Later

Employer \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Dates Employed \_\_\_\_\_ To \_\_\_\_\_ Rate of Pay Started at \$ \_\_\_\_\_ per \_\_\_\_\_ Ended at \$ \_\_\_\_\_ per \_\_\_\_\_

Job Title/Position \_\_\_\_\_ Supervisor's Name and Title \_\_\_\_\_

Work performed and job responsibilities: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ May we contact for reference?  Yes  No  Later

**Comments** (including explanation of any gaps in employment) \_\_\_\_\_

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

**Educational Background:** List schools attended including address information and any degrees earned.

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**Skills and Qualifications:** List special skills and qualifications that may qualify you to work for our company.

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**List any licenses and/or certifications including number and expiration date you would like considered with this application.**

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**List any foreign language(s) and your skill level.**

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List professional, trade, business, or civic associations and any offices held. (Exclude memberships which would reveal sex, race, Religion, national origin, age, color, disability or other protected status.)

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**References:**

List name and telephone number of **three business/work** references that are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references that are *not* related to you.

Name	Telephone	Years Known

List any additional information you would like us to consider.

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**Please read carefully before submitting your application**

All information contained in this application is true and correct to the best of my knowledge and belief. I understand that misrepresentations or omissions of any kind may result in denial of employment or be cause for subsequent dismissal if I am hired. I authorize the company to investigate my responses on this application and contact any or all of my former employers or any individuals familiar with me or my employment background for the purpose of verifying any information, I have provided and/or for the purpose of obtaining any information, whether favorable or unfavorable, about me or my employment. I voluntarily and knowingly fully release and hold harmless any person or organization that provides information pertaining to me or my employment.

Regardless of whether or not I become employed by the company, I recognize that this application is not and should not be considered a contract of employment. I understand that employment at the company is on an at-will basis and that my employment may be terminated with or without cause, and without notice, at any time, at my option or the company's unless specifically provided otherwise in a written employment contract. I further understand that no company employee or representative has the authority to enter into a contract regarding duration or terms and conditions of employment other than an officer or official of the company, and then only by means of a signed written document.

Town of Taylor is an Equal Opportunity Employer. The Employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state, or federal law.

I understand that any job offer, or my continued employment if hired (within the guidelines of the American Disability Act), is contingent upon all the essential job functions with or without accommodations.

This application is good for the posted position until it is filled. If the position is posted as open again it will be necessary to fill out a new application. A separate application is required for each position you are applying for. Applications are accepted for open positions only.

**Town of Taylor has a No Smoking Policy in Town Buildings and Town Vehicles.**

**I understand that upon receiving a job offer, a physical examination, drug screening and criminal background check will be required.**

**Check this box to certify that you have read and accept the above statement.**  
You must acknowledge acceptance of the above statement to submit application.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_