



EMPLOYMENT APPLICATION

We are glad you are interested in employment with the City of Burlington! Please read and complete the following application carefully. *Incomplete information may delay or omit your application from consideration.* The City offers reasonable accommodation in the selection and employment process for individuals with disabilities; you may request accommodation by contacting City Human Resources. You may attach additional information on a separate page if you need more space.

APPLICANT

Name (Last)	First	Middle Initial
Address	City / State	Zip
Mailing Address	City / State	Zip
Home Phone#	Mobile Phone#	Email Address
Driver License # / State		Is this an application for re-employment following an extended military leave of absence? <input type="checkbox"/> Yes <input type="checkbox"/> No

POSITION

Position Applying for:	Available Start Date:	Desired salary/wage?
Are you able to perform the essential functions of this position (with or without reasonable accommodation)? <input type="checkbox"/> Yes <input type="checkbox"/> No	Previously employed by City of Burlington? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, when?	Previous Position held:

WORK AUTHORIZATION

Are you authorized to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No
If hired, can you submit documentation verifying your identity and your legal right to work in the U.S. within 3 business days of when you begin work for pay? <input type="checkbox"/> Yes <input type="checkbox"/> No

ADDITIONAL INFORMATION

Would you be willing to take a drug test as a condition of the hiring process with the City of Burlington? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted or do you have any pending charges for any violations of Municipal or County Ordinances, or State or Federal laws? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," then please provide all information related to pending charges or the conviction of the offense, including, but not limited to, the date of the incident, the date of the conviction or filing of the charge, a summary of the factual circumstances of the incident, the location and prosecuting agency and investigating agency, and the specific violation subject to the pending charge or the conviction. You are informed by the City that any pending charge or conviction (including pleas) alone will not automatically disqualify you from employment unless the pending charge or conviction substantially relates to the employment position that you applied for with the City or if the conviction or any court order prohibits you from performing a function of the job or if the City's investigation of the underlying facts demonstrates you are unfit for the position. This information will only be used as permitted by law. Write a short narrative of the circumstances on the addendum provided at the end of the application. Start with the most recent incident.
Are you 18 years old or older? <input type="checkbox"/> Yes <input type="checkbox"/> No If under 18, are you 16 years old or older? <input type="checkbox"/> Yes <input type="checkbox"/> No

EDUCATION AND TRAINING

School Name	City / State	Type (HSD, degree, certificate, etc.)	Graduated?
			<input type="checkbox"/> yes <input type="checkbox"/> no
			<input type="checkbox"/> yes <input type="checkbox"/> no
			<input type="checkbox"/> yes <input type="checkbox"/> no

Do you have any licenses, certifications, or other credentials related to the work in the position for which you are applying? If so, please list:
Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying:



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MILITARY EXPERIENCE

Have you served in the U.S. Military? <input type="checkbox"/> Yes <input type="checkbox"/> No	Rank:
If yes, please describe any relevant skills acquired while serving in the U.S. Military.	

EMPLOYMENT HISTORY

Please list previous relevant employment, **beginning with the most recent.**

Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No		
1. Company (include City / State)	Phone	
Supervisor	May we contact your supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Job Title	Starting Salary	Ending Salary
Responsibilities		
From	To	Reason for leaving
2. Company (include City / State)	Phone	
Supervisor	May we contact your supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Job Title	Starting Salary	Ending Salary
Responsibilities		
From	To	Reason for leaving
3. Company (include City / State)	Phone	
Supervisor	May we contact your supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Job Title	Starting Salary	Ending Salary
Responsibilities		
From	To	Reason for leaving

Explain any gaps in your employment, other than those due to personal illness, injury or disability:
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Have you ever been fired or asked to resign from a job? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:
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Is there any other information related to this application that you want us to know?
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REFERENCES

1. Full Name		Relationship	
Company	City / State		Phone #
2. Full Name		Relationship	
Company	City / State		Phone #
3. Full Name		Relationship	
Company	City / State		Phone #

DISCLAIMER, CERTIFICATION, AUTHORIZATION AND SIGNATURE

The filing of an employment application with the City of Burlington (City) does not obligate the City to offer employment, or the applicant to accept employment. An offer of employment, if made to an employee not covered under a collective bargaining agreement or who otherwise does not have a legally-recognized property interest in their position of employment, is for employment at-will; an employee has the right to terminate employment at any time. This application does not constitute an agreement, guarantee or contract for employment for any specified period or definite duration. No supervisor or representative of the City is authorized to make any assurances to the contrary; no implied oral or written agreements are valid unless in writing and signed by the City Administrator.

This application remains current for only 30 days; at the conclusion of that time, if notification from the City is not received within that timeframe and applicant still wishes to be considered for employment, it will be necessary to reapply with a new application.

Applicant will be required to provide proof of identity and legal authorization to work in the United States, and that federal immigration laws will require completion of an I-9 Form.

By signing below, I certify that information on this application is true, complete, and correct, and I authorize investigation of the assertions I have made to the City of Burlington during this application process. Because of the importance to the public of the City hiring high quality candidates to serve the public's interests with integrity and high ethical standards, I understand that any false or misleading statement, omission, or misrepresentation concerning requested information on this application or provided by me during the hiring process shall be a sufficient basis for rejection of my application or, if employed, my termination.

I understand that my pursuit of employment may be contingent upon the satisfactory completion of any or all of the following: interviews, skills or abilities testing, drug screening, background check, and investigation of my character, personal history, work record and references, and medical examinations. I consent to this process including a post-conditional offer pre-employment health examination and such future examinations as may be required by the City.

I understand that I may be asked to sign a release and indemnification agreement regarding the background screening process. I understand that I may negotiate the terms of that agreement and that I will not be considered for employment if an agreement is not reached.

I certify I have read (or have had read to me) and understand this authorization and certification.

Applicant Signature	Applicant Name (print)	Date
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The City of Burlington (City) is an Equal Employment Opportunity Employer and provides equal opportunities for all qualified individuals. The City does not discriminate in hiring or terms or conditions of employment on the basis of race, color, creed, religion, sex, national origin, age, disability, genetic information, veteran status, military or any other classification regarded as protected by state or federal law.