

TOWN OF BASALT, COLORADO
101 MIDLAND AVENUE
BASALT, CO 81621
(970) 927-4701 Fax (970) 927-4703

APPLICATION FOR EMPLOYMENT

PLEASE READ THIS BEFORE FILLING OUT THE APPLICATION FORM.

The Town of Basalt is an Equal Opportunity Employer. All applicants for all positions are considered without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job related medical condition or handicap, or any other legally protected status.

If applying for more than one job at the same time, you may use one application. Please list all the job titles for which you wish to be considered under "Position for which you are applying".

This application for is an important part of the employment process. Candidates for any position may be eliminated based on an evaluation of the application. Please complete this application in ink and as neatly as possible. Answer all questions to the best of your knowledge. You may provide as much detail as you wish by adding extra sheets of information, or a resume. False, incomplete or inaccurate information is cause for disqualification or discharge.

GENERAL INFORMATION

Position(s) for which you are applying: _____

Name _____ Social Security No. _____
Last First Middle Initial

Present Address _____
Number & Street City County State Zip

Prior Address (Complete only if you have lived at present address less than 5 years)

Number & Street City County State Zip

Telephone Numbers (Home) () _____ (Work or Message) () _____

Have you been employed by the Town of Basalt before? Yes _____ No _____
If yes, please list dates of employment with the Town _____

Are any of your relatives employed by the Town of Basalt? Yes _____ No _____
If Yes, please specify _____

Do you object to work any of the following: (Please indicate by marking the line next to those days you object to working. Mark those spaces you would NOT work. Mark all that apply.)

Evenings _____ Shift Work _____ Weekends _____ Overtime _____ Holidays _____ Rotating Shift _____

When are you available to begin work? _____

Have you ever been convicted of a felony? Yes _____ No _____

If Yes, please explain. _____

EDUCATION

Type of School	Name & Address of School	Years Attended From/To	Highest Year Completed	Degrees Received	List Diploma Degree or Area of Concentration
High School					
College					

Please describe any additional academic achievements, correspondence courses, activities or professional trade programs you have completed which you consider relevant to this application.

Licenses & Certifications

Do you have a valid Colorado Driver's License? Yes _____ No _____
If Yes, please complete the following: License No. _____ Class _____

Do you hold other valid licenses or certifications? Yes _____ No _____
(If required for job attach copies of certificates.)

License or Certificate: _____
Issued by _____
Level _____ Expiration _____

Special Skills

Check any of the following skills you possess or machines you are qualified to operate:

Clerical _____ Copier _____ Fax _____ Computer* _____

*if computer is marked, please list the software you have worked with: _____

Mechanical Skills Plumbing _____ Painting _____ Forestry _____ Electrical _____
Construction _____ Landscaping _____ Turf Maintenance _____ Horticulture _____
Irrigation _____ Automotive _____ Carpentry _____
Heavy Equipment Operation _____ (types of equipment: _____)

Other Skills (i.e. Foreign Languages, Drafting, etc.): _____

WORK HISTORY

List below your work history, starting with your present or most recent position. Work backward through your job or work experiences. Attach additional sheets if necessary.

Present or Most Recent Employer: _____
Dates of Employment: From (month/year) _____ to (month/year) _____
Address of Employer - Street and Number _____ City _____ State _____
Type of Business _____ Phone No. (_____) _____
Position/Title _____
Name of Immediate Supervisor _____
Description of Duties _____
Last Salary _____ Reason for Leaving _____

Next Most Recent Employer: _____
Dates of Employment: From (month/year) _____ to (month/year) _____
Address of Employer - Street and Number _____ City _____ State _____
Type of Business _____ Phone No. (_____) _____
Position/Title _____
Name of Immediate Supervisor _____
Description of Duties _____
Last Salary _____ Reason for Leaving _____

Next Most Recent Employer: _____
Dates of Employment: From (month/year) _____ to (month/year) _____
Address of Employer - Street and Number _____ City _____ State _____
Type of Business _____ Phone No. (_____) _____
Position/Title _____
Name of Immediate Supervisor _____
Description of Duties _____
Last Salary _____ Reason for Leaving _____

Other Employment (Including Military Service, Volunteer Service, or other)

Name of Employer or Organization _____
Address of Employer - Street and Number _____ City _____ State _____
Type of Business/Service _____ Phone No. (_____) _____
Position/Title _____
Name of Supervisor _____
Description of Duties _____

Name of Employer or Organization _____
Address of Employer - Street and Number _____ City _____ State _____
Type of Business/Service _____ Phone No. (_____) _____
Position/Title _____
Name of Supervisor _____
Description of Duties _____

REFERENCES

List three references (not relatives) such as former or present employers, fellow employees or school teachers; preferably those who have know you during the past five years. If retired, please state former occupation.

Name	Years Acquainted	Occupation	Complete Address & Phone Number

Occasionally the form of an application makes it difficult for an individual to adequately summarize their complete background. To further describe yourself and your experiences as they relate to the position(s) for which you are applying, use the space below to summarize any additional information that describes your qualifications.

I have read and understand the application. I certify that to the best of my knowledge, the statements made in this application are true and complete. I understand that if I am employed by the Town of Basalt, false statements in this application could be sufficient cause for dismissal.

Signature of Applicant

Date