



LAKE HAVASU CITY
EMPLOYMENT APPLICATION
 HUMAN RESOURCES/RISK MANAGEMENT DIVISION
 2330 McCulloch Boulevard North
 Lake Havasu City, AZ 86403
 www.lhcaz.gov

PHONE: (928) 453-4143 / TDD: (928) 855-3945
Lake Havasu City is an Equal Opportunity Employer
 Lake Havasu City promotes a Drug and Alcohol Free Workplace

Important Instructions: Do not e-mail or fax your application. Your signed application will only be accepted in hard copy form with original signature. Mail or bring your completed application to Human Resources/Risk Management at the address above.

* Print neatly in ink or type. * A resume can be included only as a supplement to the application. The application must be filled out completely. * Read all information/disclaimers on this application.	* Sign the application. * If you have any questions, please request assistance.
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Title of job you are applying for (*Use exact title listed in job announcement*): _____

Title: _____ Recruitment No. _____

Indicate lowest salary you will accept \$ _____	Check type(s) of work you will accept <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-time <input type="checkbox"/> Intermittent (on-call) <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal <input type="checkbox"/> Shiftwork/weekends
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Last Name _____	First Name _____	MI _____
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Mailing Address (<i>Street or P.O. Box</i>) _____	City _____	State _____	Zip _____
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Home Phone (<i>Include area code</i>) _____	Work Phone (<i>Include area code</i>) _____	Date available for employment _____
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List name(s) and relationship(s) of any of your **relatives** currently employed by Lake Havasu City municipal government:

Name	Relationship	Name	Relationship
_____	_____	_____	_____
_____	_____	_____	_____

Preference claimed: Veteran or Widow of Veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No (<i>Proof required no later than testing date. See Instruction No. 5 on page 4.</i>)	Are you a United States Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, do you have a permanent resident status? <input type="checkbox"/> Yes <input type="checkbox"/> No (<i>Proof required at hire</i>)
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Please answer the following questions. If you answer yes to either question, you must attach a hand written statement giving date(s), time(s), location(s), circumstance(s), and dollar amount of fine(s). Include any conditions of your parole and/or probation, if applicable. Moving traffic violations will only be considered if driving a vehicle is a job requirement. A criminal conviction is not an automatic bar to employment. Each case is considered on its individual merit.

LACK OF REQUESTED INFORMATION WILL RESULT IN REJECTING YOUR APPLICATION.

Criminal Convictions: Have you been convicted of a crime within the past ten (10) years (excluding juvenile adjudication)? "Crime" is defined as all felonies, misdemeanors and serious driving offenses (e.g. DWI/DUI), but does not include minor traffic offenses. Yes No

Traffic Violations: Have you been convicted of a moving traffic violation within the past five years? Yes No

Have you ever served in the armed forces? Yes No

Branch of Service: Air Force Army Coast Guard Marine Corps Navy

OFFICE USE ONLY

Recruitment # _____ Inactive Date: _____ Expiration Date: _____

ACCEPT REJECT Evaluator: _____

Scores: _____

NOTE: APPLICATION MUST BE SIGNED AND DATED ON PAGE 4 OR YOUR APPLICATION WILL BE REJECTED

EDUCATION AND TRAINING

**NOTE: THE APPLICATION MUST BE COMPLETED IN ITS ENTIRETY.
DO NOT SUBSTITUTE THIS SECTION WITH A RESUME.**

If more space is needed to adequately describe your experience, attach full sheets using the same format shown below. Include your name on each page.

Driver's License No. & State: _____ Class: _____ Expiration: _____
 Commercial Drivers License? Yes No

EDUCATION

Indicate highest grade completed: _____ Grade School: (1-8) _____ High School: (9-12) _____

High School graduate or GED? Yes No

Name of College(s) or University	Major	Credit Hours	Degree & Type	Date Completed

Professional License/Certification/Registration (e.g. Engineers, Technicians, etc.)
(Attach copy if requirement of position being applied for)

Title	Issuing Board	State

Trade/Technical/Business School(s)	Course of Study	Diploma	Year

List approximate speed: Typing _____ Shorthand _____
(Certified copy of typing/shorthand speed may be attached if a requirement of position being applied for).

List fluency in languages other than English:
 Language _____ Written Verbal

EMPLOYMENT HISTORY (SEE INSTRUCTION NO. 7 ON PAGE 4)

Have you ever been fired from a job or asked to resign in lieu of termination? Yes No
 If yes, describe circumstances _____

Current or most recent employer: _____ Phone: _____

Complete Address: _____ Supervisor: _____

Your Title:	Major Duties:	% of Time	Employment Dates:			
			From	To	Total Yrs.	Mos.
1 _____						
2 _____			Full Time []	or	Part Time []	
3 _____			Last Monthly Salary		\$ _____	
4 _____			Reason for Leaving			
Total must equal 100%						

Number and Title(s) of people you supervised: _____

Machines/equipment you used: _____

Previous Employer: _____ Phone: _____

Complete Address: _____ Supervisor: _____

Your Title:	Major Duties:	% of Time	Employment Dates:			
			From	To	Total Yrs.	Mos.
1 _____						
2 _____			Full Time []	or	Part Time []	
3 _____			Last Monthly Salary		\$ _____	
4 _____			Reason for Leaving			
Total must equal 100%						

Number and Title(s) of people you supervised: _____

Machines/equipment you used: _____

EMPLOYMENT HISTORY (Continued)

Previous Employer: _____ Phone: _____
 Complete Address: _____ Supervisor: _____
 Your Title: _____
 Major Duties: _____

	% of Time	Employment Dates:			
		From	To	Total Yrs.	Mos.
1 _____					
2 _____		Full Time [] or Part Time []			
3 _____		Last Monthly Salary \$ _____			
4 _____		Reason for Leaving _____			
Total must equal 100%					

Number and Title(s) of people you supervised: _____
 Machines/equipment you used: _____

Previous Employer: _____ Phone: _____
 Complete Address: _____ Supervisor: _____
 Your Title: _____
 Major Duties: _____

	% of Time	Employment Dates:			
		From	To	Total Yrs.	Mos.
1 _____					
2 _____		Full Time [] or Part Time []			
3 _____		Last Monthly Salary \$ _____			
4 _____		Reason for Leaving _____			
Total must equal 100%					

Number and Title(s) of people you supervised: _____
 Machines/equipment you used: _____

Previous Employer: _____ Phone: _____
 Complete Address: _____ Supervisor: _____
 Your Title: _____
 Major Duties: _____

	% of Time	Employment Dates:			
		From	To	Total Yrs.	Mos.
1 _____					
2 _____		Full Time [] or Part Time []			
3 _____		Last Monthly Salary \$ _____			
4 _____		Reason for Leaving _____			
Total must equal 100%					

Number and Title(s) of people you supervised: _____
 Machines/equipment you used: _____

Previous Employer: _____ Phone: _____
 Complete Address: _____ Supervisor: _____
 Your Title: _____
 Major Duties: _____

	% of Time	Employment Dates:			
		From	To	Total Yrs.	Mos.
1 _____					
2 _____		Full Time [] or Part Time []			
3 _____		Last Monthly Salary \$ _____			
4 _____		Reason for Leaving _____			
Total must equal 100%					

Number and Title(s) of people you supervised: _____
 Machines/equipment you used: _____

INSTRUCTIONS

- 1) Read the job announcement carefully before you apply. Job announcements contain special instructions and requirements. It is your responsibility to ensure that you meet those requirements. If you have not seen a job announcement, you can receive or view one by:
 - *Visiting our website at www.lhcaz.gov
 - *Visiting the Human Resources/Risk Management Division at 2330 McCulloch Blvd. N., Lake Havasu City, Arizona.
 - *Calling the Human Resources/Risk Management Division at 928-453-4143.
- 2) Do not substitute a resume for this application. Resumes may be attached only for additional information.
- 3) Print clearly in dark ink or type. Give complete and accurate information.
- 4) Complete a separate application for each job. Photocopies are acceptable, **but original signatures are required.** Write the exact job title as specified on the job announcement.
- 5) Veteran's preference may be used for all open-competitive examinations, but only for one promotional examination. Veterans' preference requires proof, i.e. DD214. Disabled veterans receive additional preference; letter from Veteran's Administration dated within last 6 months is required. Preference for being the widow of a veteran requires proof of marriage, military service and death. Qualified veterans who successfully pass a required written exam will receive 5 preference points added to their exam score. An additional 5 points may be given to qualified disabled veterans.
- 6) An applicant offered City employment will be required to take a controlled substance/alcohol screening test. Employment is contingent on passing the test. Certain positions require more extensive examinations, including, but not limited to, a physical examination, security clearance and/or polygraph examination.
- 7) Employment History Section. Be specific and complete. The information provided will be used to determine if you meet the minimum qualifications, and, if an examination is required, whether you will be admitted.
 - * List your present or most recent experience first. Include all work history. Also list any related volunteer and/or unpaid experience.
 - * List each job (including promotions) separately, even if it was within the same organization.
 - * If you attach additional information sheet(s), include all of the information requested on the application, i.e. dates of experience, hours per week, etc.
 - * If the hours per week on a job vary, use the average number of hours per week. Part-time experience is prorated according to the number of hours worked, using a 40-hour week as the standard for full-time work.
 - * To receive proper credit, list the most important and/or time consuming duties and the percentage of time spent on each for each position. Percentages should add up to 100%. Do not include unimportant duties which are performed only occasionally.
- 8) Retain a copy of the application for your files. **The Human Resources/Risk Management Division does not supply copies.**
- 9) Submit the application as directed on the job announcement. Applications must be received by the final filing date specified on the announcement, or, if mailed, they must be postmarked by midnight of the final filing date. Additional information may not be accepted after the close of the filing period. Applications are not accepted via e-mail or fax. The original, signed application must be received or mailed by the closing date of the recruitment.
- 10) Your application and all attachments become the property of the City and cannot be returned. Work samples, letters of recommendation and the like may be submitted with the application.
- 11) The incomplete or improper completion of an application may result in the application being rejected.
- 12) Contact Human Resources/Risk Management at the number listed in No. 1 above if you have any questions about completing the application or if there is any change to your name, address and/or telephone number.

IMPORTANT

- 1) I declare that any statement in this application or information provided is true and complete. I understand that if I provide false information I may subject myself to disqualification or dismissal.
- 2) I attest that I have the legal right to reside and work in the country (*proof required upon hire*).
- 3) In connection with this application, I authorize Lake Havasu City and any agent acting on its behalf to conduct an inquiry into any information related to my potential or continued employment with the City and authorize the release of any such information, including, but not limited to, any criminal conviction on my record. I hereby release Lake Havasu City and any agent from any and all liability by reason of requesting such information from any person. (Check box below if you do not want your present employer contacted.)
 I request that you do not contact my present employer unless necessary to determine my qualifications for the position.

Signature (*Do not print*) _____

Date _____



LAKE HAVASU CITY EMPLOYMENT APPLICATION

Lake Havasu City is an Equal Opportunity Employer

TO ALL APPLICANTS - EQUAL EMPLOYMENT OPPORTUNITY SURVEY

The following information is used by Lake Havasu City Human Resources/Risk Management Division for research and statistical purposes only. Federal and state laws make it unlawful to discriminate in employment on the basis of race, color, religion, gender, national origin, disability or age. Your participation is voluntary and would be greatly appreciated. The information will be kept separate and confidential and will not be used to make any employment decision.

AGE GROUP

- | | |
|-----------------------------------|--------------------------------------|
| <input type="checkbox"/> Under 25 | <input type="checkbox"/> 40 - 44 |
| <input type="checkbox"/> 25 - 29 | <input type="checkbox"/> 45 - 54 |
| <input type="checkbox"/> 30 - 34 | <input type="checkbox"/> 55 and over |
| <input type="checkbox"/> 35-39 | |

GENDER

- Male
 Female

CHOOSE ONE ETHNIC GROUP WITH WHICH YOU MOST CLOSELY IDENTIFY:

- American Indian or Alaskan Native.** (All persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.)
- Asian/Pacific Islander.** (All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.)
- Black.** (Not of Hispanic origin: All persons having origins in any of the Black ethnic groups.)
- Hispanic.** (All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.)
- White.** (Not of Hispanic origin: All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.)

Do you need an accommodation in the application or testing process for the job for which you are applying for any disability you may have?

(It is not necessary that you describe or identify the disability; only the type of accommodation required.)

- Yes No

If yes, please describe the type of accommodation required:

PLEASE DESCRIBE HOW YOU LEARNED ABOUT THIS RECRUITMENT (Check one):

- | | |
|---|---|
| <input type="checkbox"/> Human Resources/Risk Management Division | <input type="checkbox"/> Dept. of Economic Security (Job Service) |
| <input type="checkbox"/> Job Announcement | <input type="checkbox"/> Ad in Newspaper or Professional Journal |
| <input type="checkbox"/> Lake Havasu City Website | <input type="checkbox"/> Community Service Organization |
| <input type="checkbox"/> Mohave Community College | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> City Employee | _____ |

REQUIREMENTS FOR EMPLOYMENT: Upon request, and on or before date of hire, all new hires for City employment must provide the following:

- 1) Evidence of United States citizenship or registration as a legal alien in accordance with the Immigration Reform and Control Act of 1986.
- 2) Social Security Card and driver's license.
- 3) Fingerprint identification