



320 South Main Street \* Yuma, CO 80759  
Phone 970.848.3878 \* Fax 970.360.7767

**APPLICATION FOR EMPLOYMENT  
For not safety sensitive positions**

**PLEASE PRINT CLEARLY**

**POSITION APPLYING FOR:** \_\_\_\_\_

**PERSONAL & BACKGROUND INFORMATION:**

**NAME:** \_\_\_\_\_  
Last First Middle Initial

**PRESENT ADDRESS:**

Number Street City State Zip

**PREVIOUS ADDRESS (If less than a year at current address):**

Number Street City State Zip

**PHONE NUMBER:** (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**DRIVERS LICENSE:** \_\_\_\_\_  
Number State Type

Can you legally work in the United States? \_\_\_\_\_

Have you ever been employed by the City of Yuma before? Yes  No   
If yes, please list your title, department and dates you were employed.

Do you have any relatives employed by the City of Yuma? Yes  No   
If yes, please list who and name the type of relationship (e.g. brother, spouse, etc.)

Have you ever been convicted or plead guilty to any misdemeanor or felony violation (with the exception of a minor traffic violation)? Yes  No   
(An affirmative answer to this question will not necessarily disqualify you from employment)  
If yes, list type and date of conviction(s), Attach additional paper if necessary.

**EDUCATION & SKILLS:**

SCHOOL	NAME & ADDRESS OF SCHOOL	COURSE OF STUDY	DIPLOMA OR DEGREE
HIGH SCHOOL			
COLLEGE/ TRADE SCHOOL			
OTHER (SPECIFY)			

Are you bilingual? Yes  No  If yes, in what language(s)? \_\_\_\_\_

List the office equipment that you are proficient using:

List the computer software that you are proficient using:

Describe any special skills, training, or job experience that will assist you in the performance of this job. Please include any relevant certifications or professional licenses.

**WORK HISTORY:** List below all present and past employment, beginning with your most recent.  
 Include at least the past 5 years. (Provide additional paper if needed).

Name & Address of Company and Type of Business	Dates of Employment From - To (Mo/Yr)	Work Description	Reason for Leaving	Name & Number of Supervisor

May we contact the employers listed above? \_\_\_\_\_ If not, indicate which one(s) you do not wish the City to contact:

\_\_\_\_\_

**PERSONAL REFERENCES:  
(NO FORMER EMPLOYERS OR RELATIVES)**

NAME & OCCUPATION	ADDRESS	PHONE NUMBER

**APPLICANT'S STATEMENT:**

I certify that the answers given by me to the forgoing questions and statements are true and correct without omissions of any kind whatsoever. I agree that the city shall not be liable in any respect if my employment is terminated because of false statements, answers, or omissions made by me in this application. I also authorize the companies, schools, or persons named above to give any information regarding my employment, character and qualifications. I hereby release said companies, schools, or persons from all liability for any damage for issuing this information. I understand that any misleading or incorrect statements may render this application void and if employed, would be cause for termination. I understand that if employed, I have been hired at the will of the employer and that my employment may be terminated at will, at any time, and with or without cause, the city's only obligation being to pay salary or wages due and owing at the time of the termination. I authorize the City of Yuma to administer a pre-employment background check prior to employment with the City of Yuma.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date