

**EMPLOYMENT APPLICATION  
CITY OF STERLING**

421 No. 4th Street, P.O. Box 4000  
Sterling, Colorado 80751-0400

Phone: (970)522-9700 FAX: (970)521-0632  
www.sterlingcolo.com

**MUST BE COMPLETED IN BLUE OR BLACK INK.**

**An Equal Opportunity Employer**

POSITION APPLYING FOR: \_\_\_\_\_ DATE: \_\_\_\_\_

Name:	Telephone:						
Mailing Address:	City, State, Zip:						
Driver's License No.: _____		State: _____					
Class:    A    B    C    M    R    S							
Commercial Driver's License    Yes ____    No ____    Class: _____							
Endorsements: _____							
Can you, upon employment, submit verification of your legal right to work in the United States and documentation verifying your identity? Yes ____    No ____							
Are you over the age of twenty-one? If no, employment is subject to verification that you re of minimum legal age. Yes ____    No ____							
Are you applying for:    Part-time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary <input type="checkbox"/>							
If you are <b>not</b> applying for a full-time position, please specify days and hours you would be able to work:							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Time of Day							
Were you previously employed by us? Yes ____    No ____    If yes, when and for which Department?							
Reason for leaving?							
Give the names of any City of Sterling employee (s) you are related to by blood or marriage and the relationship:							

Has your driver's license ever been revoked or suspended? Yes ____    No ____    If yes, give dates and reasons:
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List all moving traffic violations within the last three (3) years:

Date	City/State	Violation	Outcome

Have you ever been convicted of any crime or misdemeanor other than traffic violations? Yes \_\_\_\_    No \_\_\_\_  
If yes, state in full:

Date	Court	Offense	Sentence

**EDUCATION BACKGROUND:**

High School graduate \_\_\_\_\_ or GED \_\_\_\_\_ ? (Check appropriate response.)

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 (Over)

Name of School	Credit Hours Earned	Course of Study	Degree or Certificate	
			None	Type

List below any additional training you have received, for example, armed forces training programs, correspondence courses, work training programs, etc.

Training/Course Taken	Dates	Location

List all construction equipment or office machines you can operate; speed where applicable; and any special skills or experience you have including relevant volunteer experience:

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**EMPLOYMENT RECORD**

Please list below all present and past employment, including military, beginning with your most recent for the past ten (10) years.

Employer:	Telephone:	Dates Employed: From: To:
Address:		
Type of Business:	Job Title:	
Beginning Salary	Ending Salary:	
Full or Part-time:	Reason for Leaving:	
Summarize work performed/job responsibilities:		
Employer:	Telephone:	Dates Employed: From: To:
Address:		

Type of Business:	Job Title:	
Beginning Salary	Ending Salary:	
Full or Part-time:	Reason for Leaving:	
Summarize work performed/job responsibilities:		
Employer:	Telephone:	Dates Employed:
Address:		From: To:
Type of Business:	Job Title:	
Beginning Salary	Ending Salary:	
Full or Part-time:	Reason for Leaving:	
Summarize work performed/job responsibilities:		
Employer:	Telephone:	Dates Employed:
Address:		From: To:
Type of Business:	Job Title:	
Beginning Salary	Ending Salary:	
Full or Part-time:	Reason for Leaving:	
Summarize work performed/job responsibilities:		

**PERSONAL REFERENCES:** (Not Former Employers or Relatives)

Name	Occupation	Address	City, St. Zip	Phone Number:

**CITY OF STERLING**  
**AFFIDAVIT, CONSENT AND RELEASE**  
**PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING**

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I UNDERSTAND THAT IF I AM EXTENDED AN OFFER OF EMPLOYMENT, IT MAY BE CONDITIONED UPON MY SUCCESSFULLY COMPLETING ANY REQUIRED EXAMINATIONS, AND THAT I CAN PROVIDE IDENTIFICATION WHICH VERIFIES MY UNITED STATES CITIZENSHIP OR AUTHORIZATION TO WORK OR REMAIN IN THE UNITED STATES. I CONSENT TO THE RELEASE OF ANY OR ALL MEDICAL INFORMATION AS MAY BE DEEMED NECESSARY TO DETERMINE MY CAPABILITY TO DO THE WORK FOR WHICH I AM APPLYING. I UNDERSTAND THAT IF I AM EXTENDED AN OFFER OF EMPLOYMENT, IT WILL BE CONDITIONAL UPON MY AGREEMENT TO ABIDE BY CITY POLICES.

By signing, I am authorizing the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers, and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I understand that:

- I may be asked to consent to a criminal background screening, sex offender registry check, Social Security Number and address verification.
- I understand that I may be required to successfully pass a drug screening examination. I hereby consent to a pre and/or post employment drug screen as a condition of employment, if required.
- I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a complete pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

**I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENTS BY MANAGEMENT OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE AN EXPRESS NOR IMPLIED CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. ONLY THE CITY MANAGER HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE CITY MANAGER AND THE EMPLOYEE. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE CITY OF STERLING. I HAVE THE RIGHT TO END MY WORK RELATIONSHIP WITH THE CITY, WITH OR WITHOUT ADVANCE NOTICE. THE CITY HAS THE SAME RIGHT.**

I have read, understand, and by my signature consent to these statements.

\_\_\_\_\_

Print Name

Signature

Date

This application for employment will remain active for a limited time. Ask Human Resources for details.

The City of Sterling would appreciate your assistance in completing this brief questionnaire. The answers will be used solely for the purpose of evaluating and reporting the effectiveness of our recruiting and equal employment opportunity efforts.

This form will be held separately from your application and **will not** be used as a basis for any decisions regarding your employment.

**COMPLETION OF THIS FORM IS OPTIONAL**

NAME (please print): \_\_\_\_\_

Position applied for: \_\_\_\_\_  Full-time  Part-time  Seasonal

Date of Birth: \_\_\_\_\_ Sex:  Male  Female

**ETHNICITY/RACE: (Check One)**

- No Response  Black or African American, Not Hispanic or Latino
- American Indian or Alaska Native  Asian
- Hispanic or Latino  White, not Hispanic or Latino
- Native Hawaiian or Pacific Islander

**VETERAN/U.S. MILITARY STATUS**

- Veteran  Non-Veteran

**DISABILITY:**

- None  Visual  Hearing  Physical  Learning  Other

**How did you learn about this position?**

- Sterling Journal Advocate  South Platte Sentinel
- Other Newspaper ad  City of Sterling Website  
Location \_\_\_\_\_ [www.sterlingcolo.com](http://www.sterlingcolo.com)  
and name of newspaper \_\_\_\_\_
- City job position  College/Trade School  
Location: \_\_\_\_\_  
Location: \_\_\_\_\_
- Eastern CO Workforce Center  HR Department
- Referral name: \_\_\_\_\_  Relative:  
Name: \_\_\_\_\_ Dept./Div.: \_\_\_\_\_