

Title of Position for which you are applying	Date of Application	
Last Name	First Name	MI



TOWN OF FLORENCE APPLICATION FOR EMPLOYMENT

INSTRUCTIONS

General:

1. **Applications are only accepted for current job openings.** The original application and any supportive materials must be received by the closing date of recruitment. Answer all questions completely and in detail.
2. Incomplete or improperly completed applications will result in the application being rejected. Additional information may not be accepted after the close of the filing period.
3. Submit the application and any additional supplements to **Human Resources** at the **Town of Florence, 775 N. Main Street, PO Box 2670, Florence, Arizona 85132**, or fax to **(520) 868-7571**. **Applications are accepted via e-mail in pdf format with original signature to hr@florenceaz.gov.**
4. A resume, letters of recommendation, and the like may be submitted with the application. Your application and all attachments become the property of the Town of Florence and will not be returned.

Employment:

1. Show complete experience for each position beginning with your present or last position (including military experience) for the last ten (10) years. **Do not state, "See Resume."**
2. **A resume may be attached, but will not be accepted in lieu of completing the entire application.**
3. **Use a separate sheet for continuation if necessary, following the same format as the employment record on the application.**
4. **Complete a separate application for each open job that you wish to apply for.** Write the exact job title as specified on the job application form.

Driving and Criminal Conviction Records:

It is of great importance that there is full disclosure on the question of criminal convictions. A criminal conviction will not necessarily disqualify you from consideration. The relationship of the conviction to the position, as well as the nature and severity, the passage of time, and subsequent job history/performance will all be considered.

Important Notice To Applicants:

All applicants offered employment with the Town of Florence are required to undergo a criminal background check conducted by the Arizona Department of Public Safety and the Federal Bureau of Investigation. Fingerprints will be obtained and submitted to be used to conduct the criminal background check.

Be advised that you may obtain a copy of your criminal background check. Procedures for obtaining a copy of the FBI criminal history records are set forth in Title 28, Code of Federal Regulations (CFR), Section 16.30 through 16.33 or go to the FBI website at www.fbi.gov/about-us/cjis/criminal-history-summary-checks. To obtain a copy of an Arizona criminal history record, you may contact the Department of Public Safety Criminal History Records Unit at (602) 223-2322. This will check the Arizona criminal history only. Note that any copy you obtain from the DPS or FBI is for your information only and is not accepted as the background check by the Town.

Be further advised that you have the right to correct information on your criminal background check. Procedures for obtaining a change, correction, or update of FBI criminal history records are set forth in Title 28, Code of Federal Regulations (CFR), Section 16.34, or go to the FBI website at www.fbi.gov/about-us/cjis/criminal-history-summary-checks/challenge-of-a-criminal-history-summary. To obtain a fingerprint card and a Review and Challenge Packet from the Arizona Department of Public Safety, you may contact the DPS Criminal History Records Unit at (602) 223-2322 to obtain a Review and Challenge packet. The DPS provides the packet pursuant to R13-1-08 of the Arizona Administrative Code.

The FBI Noncriminal Justice Applicant's Privacy Rights are available at the FBI website at www.fbi.gov/about-us/cjis/cc/library/noncriminal-justice-applicants-privacy. The Agency Privacy Requirements for Noncriminal Justice Applicants are available at the FBI website at www.fbi.gov/about-us/cjis/cc/library/agency-privacy-requirements-for-noncriminal-justice-applicants.

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TOWN OF FLORENCE HUMAN RESOURCE DEPARTMENT

Equal Employment Opportunity Data Collection Form

General:

PLEASE NOTE: This page will be separated from the employment application and will not be used for any purposes other than the collection of data to assist the Town of Florence in monitoring its recruitment advertising and outreach efforts.

Race/Ethnic Disclosure Statement:

The Town of Florence is an Equal Opportunity Employer and does not discriminate in hiring or employment on the basis of race, color, national origin or ancestry, sex, age, religious beliefs, veteran status, disability, or political affiliation.

Please provide the following information to assist in the Town of Florence's commitment to provide equal opportunity employment. This information will **not** be used to discriminate against you in any way.

Please select one (1) Race/Ethnic category from the list below:

- American Indian or Alaska Native** (A person descending from any of the original peoples of North America or South America (including Central America) who possesses ¼ degree of documented tribal descendency or is enrolled with a federally or state recognized tribe, or is recognized by a federally or state recognized tribe as American Indians for state affirmative action purposes).
- Asian** (A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam).
- Black or African American** (A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American").
- Hispanic or Latino** (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin" can be used in addition to "Hispanic or Latino").
- Native Hawaiian or Other Pacific Islander** (A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands).
- White** (A person having origins in any of the original peoples of Europe, the Middle East, or North Africa).
- Two or more races**

If you do not wish to designate your race or national origin, please check the following statement.

- I do not wish to designate my race or national origin**



TOWN OF FLORENCE

Application for Employment

Personal Information

Last Name	First Name	Middle Int.	Today's Date
Other name(s) under which you have been employed or attended school			
Home phone number	Business phone number	Cell phone number	
Preferred number to be contacted	Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No If under 18, your age:		
Email address			
Current mailing address			
Street	City	State	Zip
Permanent mailing address (if different from above)			
Street	City	State	Zip
Position applied for		Type of employment desired	
		<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary	
Date available for employment	Are you authorized to work in this country on an unrestricted basis?		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you previously been employed by the Town of Florence?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
If you have been previously employed by the Town of Florence, please provide:			
Dates of Service	Position Held	Town Department	
Are you related to any Town of Florence employee or elected official?			
<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, indicate who, relationship, and their position:			

Education

High School	City	State	Graduate?	Major	Degree
Name			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> GED <input type="checkbox"/> Diploma	N/A
Technical/Vocational School					
Name			<input type="checkbox"/> Yes <input type="checkbox"/> No		
College or University					
Name			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Graduate School					
Name			<input type="checkbox"/> Yes <input type="checkbox"/> No		
List your professional studies, licenses/certifications, memberships, designations or other activities related to this job that you feel we should know about when considering your application. Do not include any information which would indicate race, color, national origin, religion, sex, or disability status.					



TOWN OF FLORENCE

Application for Employment

Language Other Than English	Read?	Speak?	Write?
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Computer Language/Tools
Please indicate software on which you have training or experience:

Driving and Criminal Conviction Records

Driving Record

Your driving record will be considered when driving for the Town is a requirement of your position.

Current drivers' license number	Class	State
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Criminal Convictions

Have you ever been convicted of a misdemeanor or felony (other than minor/civil traffic offense), placed on probation, fined or given a suspended sentence (including military trial convictions and including convictions expunged or set aside)? Note that reckless operation, hit-and-run, D.U.I., excessive speeding, and similar charges are NOT considered minor traffic offenses. Yes No

IMPORTANT NOTE: The Town of Florence conducts post-offer criminal background checks which includes both the Arizona DPS and the national FBI databases. Full disclosure on this question is of great importance. A criminal conviction will not necessarily disqualify you from Town employment. The relationship of the conviction to the position, as well as the nature and severity of the conviction, the passage of time, and subsequent job history/performance will all be considered.

If you answered yes to the question above, please give details below (attached additional page if necessary)

Date of Conviction	Court Location	Nature of conviction

Employment History (provide at least 10 years of history)

Current Or Last Employer		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of employer	Business phone	Hire date	Termination date
City	State		
Supervisor name	Supervisor title	Supervisor phone	
Starting position title	Starting position pay	Current/last position title	Current/ending pay
Reason for leaving:			
Describe position duties:			



TOWN OF FLORENCE

Application for Employment

Former Employers			
2) Name of employer		Business phone	Termination date
City		State	
Supervisor name		Supervisor title	Supervisor phone
Starting position title	Starting position pay	Ending position title	Ending position pay
Reason for leaving:			
Describe position duties:			
3) Name of employer		Business phone	Termination date
City		State	
Supervisor name		Supervisor title	Supervisor phone
Starting position title	Starting position pay	Ending position title	Ending position pay
Reason for leaving:			
Describe position duties:			
4) Name of employer		Business phone	Term date
City		State	
Supervisor name		Supervisor title	Supervisor phone
Starting position title	Starting position pay	Ending position title	Ending position pay
Reason for leaving:			
Describe position duties:			



TOWN OF FLORENCE

Application for Employment

Applicant's Certification and Agreement

I certify that the information provided in this Employment Application is true and complete. I understand that if I am employed, material omissions, false or misleading statements on this application shall be sufficient grounds for disqualification from consideration or dismissal from employment. I understand and agree that no employee or director has the authority to promise me employment for any specified period of time. I understand that any employment will be governed by the policies and procedures of the Town in effect at that time. I further understand that candidates for employment in specifically designated classifications are required to submit to and pass a drug test as a condition of employment, and that the Town of Florence complies with the Legal Arizona Workers Act and participates in the Employment Eligibility Verification process through the Social Security Administration and Department of Homeland Security databases to establish eligibility for employment in the United States.

AUTHORIZATION FOR THE RELEASE OF INFORMATION

I hereby consent to and authorize the release of the following information, wherever situated, in connection with my application with the Town of Florence, Arizona.

- 1) All personnel and employment records including, but not limited to, military records, as well as the records of any disciplinary actions and related investigative reports, if any, which are contained therein.
- 2) All court records and criminal history records located in any local, state or federal court or maintained in the files or electronic databases of any local, state or federal law-enforcement agency or information repository.
- 3) All motor vehicle and driver license records maintained in the files or electronic databases of any local, state or federal motor vehicle or driver licensing agency.

WAIVER OF CLAIMS

In consideration of the benefits I may realize from my application for employment with the Town of Florence, I hereby agree to indemnify, hold harmless, release and forever discharge the Town of Florence, its employees, contractors and agents together with any person whomsoever who receives, releases or otherwise provides or communicates information about me pursuant to this authorization from all claims, actions, suits, legal proceedings and liability of any nature whatsoever, whether in law or equity arising from the release of such information or from its use.

Printed Name of Applicant _____ Date _____

Applicant Signature: _____

Town of Florence

775 North Main Street

P.O. Box 2670

Florence, Arizona 85132

www.florenceaz.gov

General Number: (520) 868-7500 TDD (520) 868-7502

Human Resource: (520) 868-7553 Fax: (520) 868-7571