



Town of Eagar
22 W. 2nd St. PO Box 1300
Eagar AZ 85925
(928) 333-4128 (928) 333-5140 (fax)

APPLICATION FOR EMPLOYMENT
PLEASE PRINT CLEARLY

Name of Applicant

Phone Number

Mailing Address

City

State

Zip

Position applying for: _____ Temporary _____ Part Time _____ Full Time _____

Who referred you? _____ Rate of pay expected? _____

Have you worked for the Town of Eagar before? _____ Dates: From _____ To _____
Month / Year Month / Year

Where? _____ Rate of Pay _____ Position _____

Reason for Leaving _____

Names of Relatives working here _____

Are you currently employed? _____ If not, how long since leaving last employment? _____

EDUCATION

Circle highest grade level completed: 1 2 3 4 5 6 7 8 9 10 11 12 College: 1 2 3 4

Last school; attended _____
Name Address

GENERAL

Have you ever been convicted of a felony? _____ If yes, please explain fully on a separate sheet of paper. Conviction of a crime is not an automatic bar to employment – all circumstances will be considered.

EMPLOYMENT RECORD

The U.S. Department of Transportation requires that **driver applicants** show all employment for the past three years. Effective July, 1987 they must show commercial driver employment for the seven years immediately proceeding this year period. 8391.21 (B) (10), (11)

Start with **last or current** position, including military experience.

Company: _____ Supervisor: _____

Address: _____ Phone: _____

Position Held: _____ From _____ To _____ Salary _____

Reason for leaving _____

Company: _____ Supervisor: _____

Address: _____ Phone: _____

Position Held: _____ From _____ To _____ Salary _____

Reason for leaving _____

Company: _____ Supervisor: _____

Address: _____ Phone: _____

Position Held: _____ From _____ To _____ Salary _____

Reason for leaving _____

Company: _____ Supervisor: _____

Address: _____ Phone: _____

Position Held: _____ From _____ To _____ Salary _____

Reason for leaving _____

Company: _____ Supervisor: _____

Address: _____ Phone: _____

Position Held: _____ From _____ To _____ Salary _____

Reason for leaving _____

EMPLOYMENT RECORD, CONTINUED

Company: _____ Supervisor: _____

Address: _____ Phone: _____

Position Held: _____ From _____ To _____ Salary _____

Reason for leaving _____

Company: _____ Supervisor: _____

Address: _____ Phone: _____

Position Held: _____ From _____ To _____ Salary _____

Reason for leaving _____

Company: _____ Supervisor: _____

Address: _____ Phone: _____

Position Held: _____ From _____ To _____ Salary _____

Reason for leaving _____

APPLICANT MUST READ AND SIGN

I CERTIFY THAT I HAVE READ AND UNDERSTAND ALL OF THIS EMPLOYMENT APPLICATION. It is agreed and understood that the employer or his agents may investigate my background to ascertain any and all information of concern to my employment history, whether same is of record or not, and I release employers and other persons named herein from all liability for any damages on account of furnishing such information. I understand that, as an applicant for a position with the Town of Eagar, I may be asked to demonstrate that I am capable of performing tasks, which are pertinent to the job. I also understand that if offered a job, it may be conditioned on the results of a physical examination and drug test.

I further certify that I am a genuine applicant for employment and this application is being submitted solely for the purpose of seeking employment with the Town of Eagar and for no other reason.

It is also agreed and understood that under the Fair Credit Reporting Act, Public Law 91-508, I have been told that this investigation may include and investigate Consumer Report, including information regarding my character, general reputation, personal characteristics and mode of living.

I agree to furnish such additional information and complete such examinations as may be required to complete my employment file.

I also understand the misrepresentation or omission of information or facts may result in my rejection or dismissal.

If hired, I agree to abide by all the rules and policies of the Town of Eagar.

This certifies that this application was completed by me, and that all entries on it and information in it are true and complete to the best on my knowledge.

Signature of Applicant

Date



Municipal Magistrate Application Supplement

Thank you for your interest in the Town of Eagar Municipal Magistrate position. The following is a supplement to your application and should be forwarded to the Town of Eagar with a cover letter, resume, and other application materials. Please limit your responses to one page per question. Your responses are due by 5:00 pm April 15, 2015 to t.ryall@eagaraz.gov.

1. *Describe your background and education as it relates to the Municipal Magistrate position. Include what sets you apart as a candidate for this position and any examples from your past experience that highlight your strengths.*
2. *Explain your judicial philosophy.*
3. *The Municipal Magistrate for the Town of Eagar is a part-time position. Do you plan to have other outside employment if selected? If so, please explain.*
4. *Why are you interested in this position?*

Special Requirements:

Must submit a cover letter, resume and completed application with supplement for contracted Town Magistrate.

Selection Process:

Applications and supplements will be reviewed and the most qualified applicants will be placed on an eligibility list. From this list, applicants may be selected to be interviewed by an oral board and/or further testing. If you are invited to a testing or interview process and might require a reasonable accommodation to participate, please advise Human Resources at the time you are contacted. A response is sent via e-mail to let applicants know their resume, cover letter, references and application have been received. Final selection will be made by the Mayor and Town Council.

Every effort will be made to process applicants in a timely manner. The selection process ensures a very thorough review of all applicants to determine those who meet the minimum requirements for this position. Due to the large number of applications received for most positions and the thoroughness of the screening process, the review and response to applicants requires up to four weeks to complete. Please wait to hear from us; do not call Human Resources to check on the status of your application. You will be notified by mail when the review is completed. If instructed to mail your applications through the U.S. Mail, please allow 3+ days for receipt.

For a full job description, click [here](#).

Pre-employment or Pre-promotion Requirements:

1. Approval of employee by Town Manager and/or Mayor and Town Council.
2. Successful completion of a drug screen.
3. Complete set of applicant fingerprints.
4. Successful completion of a background investigation including, but not limited to verification of previous employment, verification of required education, driving record check, credit check, Arizona Department of Public Safety and Federal Bureau of Investigation criminal histories.
5. If required by the position, passing a scheduled physical examination paid for by the Town.
6. Verification of identity and work authorization. We verify through E-verify.

Note:

1. If an applicant requires a reasonable accommodation during the testing process, the applicant must submit a reasonable accommodation request to Human Resources before the job posting closing date and a minimum of five (5) days before the testing process begins.
2. All applications (and supplements) must be signed and must be submitted to Human Resources by the closing date by 5:00 P.M.
3. Application must be complete. Failure to fill in every section of the application may result in disqualification for the position.
4. The Town of Eagar considers each applicant for Town employment only on the basis of his or her qualifications for the job and without regard to sex, race, color, ancestry, genetics, national origin, religion, disability, pregnancy, age, sexual orientation or gender identity, or political opinions or affiliations or any other non-job related factor.
5. If you need an accommodation in regards to applying for a position with the Town or any other Town service, please call (928) 333-4128 so that an accommodation may be arranged.