



an equal opportunity employer

25 Center Street • Vermillion, SD 57069

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APPLICATION FOR EMPLOYMENT

Date: _____ Position applying for: _____

Directions: Please answer each question fully and accurately. No action will be taken on this application until you have answered all questions and signed the back of the application in ink. Resumes and cover letters are not substitutes for the information requested on this application.

APPLICANT INFORMATION

Name: _____ Last First Middle

Address: _____ Street City State Zip

Telephone: (h) _____ (c) _____ Date available for work: _____

Email address: _____

List alias(es), nickname(s), or any other names you may have worked under: _____

Are you legally eligible for employment in the United States? [] YES [] NO (Proof of US Citizenship or immigration status required.)

Have you ever been convicted of a felony or misdemeanor? [] YES [] NO If yes, please explain: _____

(Factors such as date, nature, number of offenses, age at the time of offense, and rehabilitation will be considered.)

Have you ever been employed by the City of Vermillion? [] YES [] NO Dates and Position _____

Have you ever applied here before? [] YES [] NO If yes, date and position: _____

Are you related to any city employee or elected official? [] YES [] NO If yes, name and relationship: _____

Do you have a driver's license? [] YES [] NO License No. _____ State _____ Exp. _____

Do you have a Commercial Driver's License (CDL)? [] YES [] NO License No. _____ State _____ Exp. _____

Are you willing to work overtime if required? [] YES [] NO Are you willing to work alternating shifts if required? [] YES [] NO

May we contact you at work? [] YES [] NO If yes, phone number: _____

Have you ever been fired from a job or asked to resign? [] YES [] NO If yes, please explain: _____

Check this box if you wish to claim veterans' preference pursuant to SDCL 3-3-1 and SDCL 3-3-2: [] (To receive veterans' preference, you must meet the requirements of South Dakota state law, SDCL 33A-2-1, be a resident of South Dakota, and attach DD214.)

SKILLS & QUALIFICATIONS

Typing: _____ wpm

Describe your proficiency with computer hardware and software (list software): _____

List any certifications: _____

EDUCATION

Name & Location of High School: _____ Did you graduate? _____

Name & Location of College: _____ Years attended: _____

Degrees Completed: _____ Other Subjects Studied: _____

Trade, Business or Correspondence School: _____ Years attended: _____

Subjects Studied: _____ Did you graduate? _____

EMPLOYMENT HISTORY *(List current or most recent first, including military service assignments. Please attach an additional sheet to explain gaps in employment.)*

Dates of Employment: From ____ / ____ / ____ To ____ / ____ / ____ Position(s) Held: _____

Company Name: _____ Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Supervisor: _____ Title: _____

Responsibilities: _____

Starting Salary and Title: _____ Ending Salary and Title: _____

Reason for Leaving: _____

May we contact this employer? YES NO Phone Number: _____

Dates of Employment: From ____ / ____ / ____ To ____ / ____ / ____ Position(s) Held: _____

Company Name: _____ Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Supervisor: _____ Title: _____

Responsibilities: _____

Starting Salary and Title: _____ Ending Salary and Title: _____

Reason for Leaving: _____

Dates of Employment: From ____ / ____ / ____ To ____ / ____ / ____ Position(s) Held: _____

Company Name: _____ Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Supervisor: _____ Title: _____

Responsibilities: _____

Starting Salary and Title: _____ Ending Salary and Title: _____

Reason for Leaving: _____

PERSONAL STATEMENT *(Attach additional sheets if necessary.)*

Please summarize your interest in working for the City of Vermillion. Additionally, tell us about your special skills, abilities, accomplishments, or military service that you feel most qualify you for the position for which you are applying.

REFERENCES *(Please provide three school, work, or personal references not related to you.)*

	NAME	TITLE	PHONE	YEARS KNOWN
1)				
2)				
3)				

APPLICANT STATEMENT

PLEASE READ AND SIGN BELOW

I hereby certify that the information given by me is true and complete to the best of my knowledge and belief. I further authorize investigation of all statements I have made. Misrepresentations, falsification, or omission of facts called for in this application or in the interview process is cause for cancellation of this application or termination of employment.

I authorize the City of Vermillion, its officers, agents and employees to conduct a background investigation (including criminal) prior to making a decision regarding employment. I release and hold harmless the City of Vermillion, its officers, agents, and employees, and the person providing the information from any liability related to the performance or result of this check.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, initial and ongoing employment with the City of Vermillion is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge an employee at any time with or without cause. It is further understood that this relationship may not be changed by any written document or by conduct unless an authorized executive of this organization specifically acknowledges such change in writing.

I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current or past employer, and organizations to provide relevant information 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 if I am extended a conditional offer of employment, it may be conditioned upon my successfully passing a complete pre-employment physical examination. I give my consent to any pre-employment or post-employment health screenings, physical limitations testing, examinations, and/or any other requirements of the City of Vermillion if a conditional offer of employment has been given. 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. We advise you not to resign or change your current employment status until you are advised that you have successfully completed the health assessment. I understand that I may be required to successfully pass an alcohol and drug screening examination. I hereby consent to a pre and/or post-employment alcohol/drug screen as a condition of employment, if required.

Finally, I understand that this application does not constitute a contract or guarantee of employment, or if employed, does not bind either party to a specific period of employment.

Authorization for Reference Requests

I have applied with the City of Vermillion for employment and I desire that they be fully advised of my record with former employers and schools I have attended. I, therefore, give my permission and request that former employers and prior schools attended furnish any and all requested information and records to the City of Vermillion on their request for references in regard to the position for which I have applied. In addition, I hereby release all involved parties from any and all liability of damages for requesting or providing the reference information.

SIGNATURE _____ DATE _____

The City of Vermillion provides equal opportunity for all residents, applicants, and employees as it pertains to the provision of services and employment opportunities in order to ensure that there will be no discrimination against any person on the basis of race, color, religion, sex, age, gender identity and expression, national origin, ancestry, political affiliation, or any other basis prohibited by state or federal law. The City of Vermillion is prepared to make reasonable accommodations for applicants with a disability. If called for an interview, please advise the person calling of any accommodations that you may need.

APPLICANT SURVEY *(Voluntary)*

How did you learn about this position?

- Department of Labor
- Other City Department
- Current City Employee
- City of Vermillion Website
- Other Website _____
- Newspaper _____
- Other _____

Were you treated courteously when requesting job information about city government? YES NO

Was the City job information readily available upon request? YES NO

Was the City job information easily understood? YES NO

If you answered "no" to any of the above, please explain:
