



EMPLOYMENT APPLICATION

We are pleased that you are interested in a position with the Town of Berthoud. We are an equal opportunity employer, and no question on this application is intended to secure information to be used for discriminatory purposes. This form is a part of the examination process. Before completing this application, please read the minimum qualifications for the job in which you are interested. You cannot be considered for the position unless you meet these requirements. Answer all questions completely and accurately, and notify us promptly of any change in address.

NOTICE: The Town of Berthoud may perform drug tests on all new hires. If you are hired, and are required by law to maintain a Commercial Driver's License, or are in a position the Town has designated as Safety Sensitive, you may be required to participate in random drug and alcohol testing.

The Town of Berthoud provides equal access to programs, services and employment to all persons. Applicants requiring reasonable accommodation to the application and/or interview process should notify the Town Clerk.

Identifying Information:

Position Applied For:	_____	Date Available:	_____
Name:	_____	E-Mail:	_____
Address:	_____	City:	_____
State:	_____	Zip Code:	_____
Cell Phone Number:	_____	Other Contact Phone Number:	_____

Education:

College:	_____	City and State:	_____	Course of Study:	_____
From:	_____	To:	_____	Degree, Diploma or Certificate Received:	_____
Business/Trade School:	_____	City and State:	_____	Course of Study:	_____
From:	_____	To:	_____	Degree, Diploma or Certificate Received:	_____
High School:	_____	City and State:	_____	Course of Study:	_____
From:	_____	To:	_____	Degree, Diploma or Certificate Received:	_____
Other:	_____	City and State:	_____	Course of Study:	_____
From:	_____	To:	_____	Degree, Diploma or Certificate Received:	_____

Have you received any additional training-workshops, short courses, volunteer work, etc.?

Skills:

Please list specific skills you have related to the job you are applying for:

Experience:

Start with your most recent work experience and work backwards. Experience may be paid or unpaid, full-time, part-time, or military. Describe all your work experience thoroughly. Include month and year of your beginning and ending dates of employment or experience. Failure to provide complete information may result in disqualification of your application.

Employer Name:	_____	Telephone Number:	_____
Address:	_____	City:	_____
		State:	_____
		Zip Code:	_____
Supervisors Name:	_____	Employed From:	_____
		Employed To:	_____
		Job Title:	_____
Wage: (put dollar amount Hourly, Monthly, Yearly)	_____	Hours Per Week:	_____
		Reason for Leaving:	_____
Job Duties:	_____		

Employer Name:	_____	Telephone Number:	_____
Address:	_____	City:	_____
		State:	_____
		Zip Code:	_____
Supervisors Name:	_____	Employed From:	_____
		Employed To:	_____
		Job Title:	_____
Wage: (put dollar amount Hourly, Monthly, Yearly)	_____	Hours Per Week:	_____
		Reason for Leaving:	_____
Job Duties:	_____		

Employer Name:	_____	Telephone Number:	_____
Address:	_____	City:	_____
		State:	_____
		Zip Code:	_____
Supervisors Name:	_____	Employed From:	_____
		Employed To:	_____
		Job Title:	_____
Wage: (put dollar amount Hourly, Monthly, Yearly)	_____	Hours Per Week:	_____
		Reason for Leaving:	_____
Job Duties:	_____		

Employer Name:	_____	Telephone Number:	_____
Address:	_____	City:	_____
		State:	_____
		Zip Code:	_____
Supervisors Name:	_____	Employed From:	_____
		Employed To:	_____
		Job Title:	_____
Wage: (put dollar amount Hourly, Monthly, Yearly)	_____	Hours Per Week:	_____
		Reason for Leaving:	_____
Job Duties:	_____		

We may contact the employers listed above unless you indicate those you do not want us to contact.

The Employer you do not wish us to contact and why?

Military:

Have you ever served on active duty in the U.S. Armed Forces? _____

Branch: _____ Dates of Service: _____

Describe any training received relevant to the position for which you are applying:

Personal Data:

Please answer Yes or No to the following questions.

- (1) Have you read the essential functions of the job? _____
- (2) Can you perform these essential functions with or without reasonable accommodations? _____
- (3) If hired, can you show proof of authorization to work in the United States? _____
- (4) Are you currently employed with the Town of Berthoud? _____
- (5) Have you ever been employed with the Town of Berthoud? _____
- (6) Do you have any relatives currently employed with the Town of Berthoud? _____

If yes to question 6, please provide name/s and department/s:

- (7) Have you ever been convicted of a felony? _____

If yes to question 7, please explain:

- (8) Are you over 18 years old? _____

If you are under age 18 and it is required, can you furnish a work permit? (Yes or No) _____

If no to question 8, please explain:

- (9) For positions requiring driving a vehicle, do you have a valid Colorado License? _____

License Number: _____

Class/CDL: (i.e. B) _____

Endorsements: (i.e. HazMat) _____

Expiration Date: _____

- (10) Will you work overtime if required? (Yes or No) _____

If no to question 10, please explain:

The Town of Berthoud is a drug-free workplace as required by the Drug-Free Workplace Act. It is both the Town's and each employee's responsibility to maintain such an environment.

References:

Name and Occupation: _____	Phone Number: _____	E-Mail: _____
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How many Years have you known them: _____

Name and Occupation: _____	Phone Number: _____	E-Mail: _____
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How many Years have you known them: _____

Name and Occupation: _____	Phone Number: _____	E-Mail: _____
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How many Years have you known them: _____

Name and Occupation: _____	Phone Number: _____	E-Mail: _____
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How many Years have you known them: _____

Affidavit:

PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

Certification:

I certify that all information I have provided to apply for and secure work with the Town of Berthoud is true, complete and correct.

I understand that any information listed that is found to be false, incomplete or misrepresented in any respect will be sufficient cause to cancel further consideration of this application or immediate discharge from employment whenever it is discovered.

I understand that the Town of Berthoud does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

If hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the Town reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the Town Administrator.

I further understand that if I am hired by the Town of Berthoud, the Immigration Reform and Control Act of 1986 requires that I provide certain information, including date of birth, country of origin, and statement of employment eligibility. In addition, I understand that I will be required to provide documents establishing my identity and authorization to work in the United States.

Statement of Applicant: I authorize my former employers and references to release any information regarding my employment. I hereby authorize the Town of Berthoud to make any investigation of my background as deemed necessary to verify my qualifications for which I am applying.

Signature: (Unsigned application will not be processed.)

Date:

Thank you for completing this application form and for your interest in employment with the Town of Berthoud. We would like to assure you that your opportunity for employment with the Town of Berthoud will be based only on merit. All qualified persons will receive consideration without regard to race, color, religion, sex, age, national origin, marital status or disability per the Title VII of the Civil Rights Act of 1964 and Title I and Title V of the Americans with Disabilities Act of 1990.

THE TOWN OF BERTHOUD IS AN EQUAL OPPORTUNITY EMPLOYER/ADA

Submit your application and all supporting documents to one of the following methods:

Mail: Town of Berthoud; Attention Employment Process; PO Box 1229; Berthoud CO 80513-2229

E-Mail: employment@berthoud.org