



**CITY OF STURGIS, SOUTH DAKOTA EMPLOYMENT APPLICATION**

You must answer all questions to be considered. PLEASE PRINT.

The City does not discriminate based upon race, color, national origin, religion, sex, age, disability, sexual orientation or veteran's status.				
Last Name:		First Name:		M.I.
Present Address :		City:		State: Zip:
Daytime Telephone No.		<b>Specific position(s) applied for:</b> <i>(We do not accept applications for "Any").</i>		
Email Address (Optional):				
Available to start:		<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Temp / Seasonal
		<input type="checkbox"/> Rotating Shifts	<input type="checkbox"/> Weekends	<input type="checkbox"/> Nights
Have you ever been employed by City of Sturgis? If yes, give dates and job titles.				<input type="checkbox"/> Yes <input type="checkbox"/> No
If hired, can you provide that you have the legal right to obtain employment in the USA? <i>(Proof of eligibility will be required upon offer of employment.) To see which document(s) prove you have this legal right, please see an I-9 form.</i>				<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any other commitments to another employer which might affect your employment with City of Sturgis? If yes, explain.				<input type="checkbox"/> Yes <input type="checkbox"/> No
If required for the position, are you willing to undergo a pre-employment drug screen? <i>(Acceptable forms of testing will be used. Failure to pass drug screen may result in job offer being withdrawn.)</i>				<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been suspended by an employer for either misconduct or poor job performance? If yes, explain.				<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been discharged, asked to resign, or terminated for any reason other than layoff or lack of work? If yes, explain.				<input type="checkbox"/> Yes <input type="checkbox"/> No
If hired, do you agree to follow all policies and procedures for the City of Sturgis?				<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If the position you are applying for requires driving, please answer the following questions:</b>				<input type="checkbox"/> This position does not require a Driver's License.
License Number: _____ State: _____ Expiration: _____				
If a Commercial Driver's License is required for the position, what class CDL do you have? _____				
Has your license ever been suspended, revoked, or put on probation? If yes, explain.				
Have you been <u>convicted</u> of a <u>traffic</u> related crime (other than a minor traffic violation) in the past 7 years? If so, when and what was the disposition of the case? <i>(Conviction is not an automatic disqualification from employment.)</i>				<input type="checkbox"/> Yes <input type="checkbox"/> No

EDUCATION AND TRAINING							
School	Name and City / State of School	Last Yr Completed				Graduate?	Course of Study / Comments
		9	10	11	12	<input type="checkbox"/> YES <input type="checkbox"/> NO	
High							
College / University		1	2	3	4	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Technical, Trade or Other Education		1	2	3	4	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Military Service?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, honorable discharge?		<input type="checkbox"/> YES <input type="checkbox"/> NO	Which branch of service?		
<b>Note:</b> If you are a university or college student or graduate, you may be required to provide a copy of your transcript or a listing of courses in progress.							
Special skills acquired from employment or other experiences:							
Do you have any licenses, certificates, publication, or professional achievements that would support your application? If yes, list. <span style="float:right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>							
Do you belong to any professional societies or organizations? <i>(Please exclude those which indicate race, color, national origin, religion, age, sex, disability, or are not relevant for the position.)</i> If yes, list. <span style="float:right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>							

REFERENCES		
Give the name, occupation, address, and telephone number of references who are familiar with your qualifications and are not related to you:		
Name	Occupation & Relationship to Applicant	Phone Number
1.		
2.		
3.		

