



Town of Chino Valley INTERDEPARTMENTAL EMPLOYMENT APPLICATION

INSTRUCTIONS: Please answer every question fully and accurately. We cannot consider incomplete applications. Please attach a resume (required) and cover letter (optional). Giving false or misleading information on your application or any other employment paperwork may result in disciplinary action. No question on this application intends to imply illegal preferences or discrimination based upon non-job-related information. Attach additional pages if more room is required.

EQUAL OPPORTUNITY EMPLOYER: We consider applicants for all positions without regard to race, color, sex, national origin, creed, ancestry, gender, age, religion, physical or mental disability, sexual orientation, marital or veteran status, or any other legally protected status.

DATE OF APPLICATION _____

LAST NAME _____ FIRST NAME _____

POSITION APPLIED FOR _____

POSITION DEPARTMENT _____

What type of employment are you seeking:

Part Time Full Time Temporary Other _____

List your current and previous position(s) with the Town of Chino Valley.

How long have you worked in this/these positions?

Explain why you feel you are qualified to perform the duties required of this position.

List the courses or training you have completed which you feel might be related to this position.

Explain why you are applying for this position.

Applicant's Statement

I certify that answers herein are true and complete to the best of my knowledge. I understand that giving false or misleading information on my application could result in disciplinary action. I authorize a full investigation of my personal and employment background as may be necessary in arriving at an employment decision. I understand that I am required to abide by all Town rules as outlined in the employee handbook and in departmental operations manuals and that my current supervisor may be given notice of my interest. If selected for the position, I understand that I must provide my existing supervisor and new supervisor the fair amount of time needed to transition to the new position.

Signature of Applicant

Date