

EQUAL EMPLOYMENT OPPORTUNITY DATA

Completion of this form is voluntary. The City of Maumelle is an Equal Opportunity/Affirmative Action employer. The City considers all applicants for all positions without regard to race, age, religion, national origin, color, creed, sex, veteran status, disability or any other legally protected status.

Submission of this information is voluntary and your refusal to provide it will not subject you to any adverse treatment and will not affect your employment with the City of Maumelle. The information obtained will be kept confidential and will not be part of your personnel file. The data will only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

Name (Optional) _____ Position applied for _____

Gender: Male _____ Female _____ Date of Birth _____

Race and ethnic designations as used by the Equal Employment Opportunity Commission do not denote scientific definitions of anthropological origins. Definitions of the race and ethnicity categories are as follows (check the category that best defines your race/ethnic designation):

___ **African American or Black (Not of Hispanic origin)** - All persons having origins in any of the Black racial groups of Africa

___ **American Indian or Alaska Native** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment

___ **Asian** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

___ **Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race

___ **Native Hawaiian or Other Pacific Islander** - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands

___ **White (Not of Hispanic origin)** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa

___ **Two or More Races** - All persons who identify with more than one of the above six races.

CITY OF MAUMELLE

Application for Employment

City of Maumelle - Human Resources
550 Edgewood Drive, Suite 590
Maumelle, Arkansas 72113
Office: (501) 851-2784 ext. 242
Fax: (501) 803-4016

Equal Employment Statement: The City of Maumelle considers all applicants for employment without regard to race, age, religion, national origin, color, creed, sex, veteran status, disability or handicap or any other legally protected status.

Please Note: *If you would like to be notified when the position(s) for which you are applying has been filled please check this box.* () The City of Maumelle's policy is to only notify applicants who are selected for an interview.

Application Acceptance: The City of Maumelle only accepts applications for vacant positions. You must identify the position(s) for which you are applying and the position(s) must be open at the time of your application. Applications will remain active for ninety (90) days.

(Please Print Throughout Application)

Position(s) applied for _____

Date of Application _____

PERSONAL

Name _____
Last First Middle Initial

Address _____
Number & Street City State Zip Code

Home Phone _____ Work Phone _____ Cell Phone _____

E-Mail Address (Optional) _____

Are you legally eligible to work in the United States? Yes _____ No _____
(Proof of eligibility will be required upon employment)

Have you worked for the City of Maumelle before? Yes _____ No _____
If yes, date(s) of employment _____

Do you have relatives currently employed by the City of Maumelle?
If yes, name(s) and relationship(s) _____

Have you ever been convicted of a crime(s), other than a minor traffic violation?
If yes, describe in full, including dates _____

(A CONVICTION RECORD WILL NOT NECESSARILY BE A BAR TO EMPLOYMENT.)

EDUCATION

High School, College, Trade (City & State)	Year of Graduation	Degree of Diploma

Type of Professional License(s)	State Where Issued	Expiration Date

Type of Professional Membership (s)	Date Issued	Expiration Date

List any other skills relative to the job(s) for which you are applying

REFERENCES

List three (3) persons not related to you who have knowledge of your work qualifications and can serve as a reference for you.

Name	Address	Telephone
1.		
2.		
3.		

EMPLOYMENT HISTORY

Please list prior work experience, including military service, beginning with your most recent employment. (Include all work experience even if you do not believe the experience to be related to the position(s) for which you are applying.) If you wish to include a resume, you must still complete the entire application. We need a minimum of ten (10) years of history, if you have worked ten (10) years or longer.

Current or most recent employer				Employment Dates
Business phone number				From _____ To _____
Mailing address	City	State	Zip	Average hrs worked per week _____
Supervisor's name				Salary
Name under which employed if different from current name				\$ _____ lowest
Job title				\$ _____ highest
Job duties (be specific)				
Reason for leaving				
Second most recent employer				Employment Dates
Business phone number				From _____ To _____
Mailing address	City	State	Zip	Average hrs worked per week _____
Supervisor's name				Salary
Name under which employed if different from current name				\$ _____ lowest
Job title				\$ _____ highest
Job duties (be specific)				
Reason for leaving				

EMPLOYMENT HISTORY-Continued

Third most recent employer				Employment Dates
				From _____
Business phone number				To _____
Mailing address	City	State	Zip	Average hrs worked per week _____
Supervisor's name				Salary
Name under which employed if different from current name				\$ _____ lowest
Job title				\$ _____ highest
Job duties (be specific)				
Reason for leaving				
Fourth most recent employer				Employment Dates
				From _____
Business phone number				To _____
Mailing address	City	State	Zip	Average hrs worked per week _____
Supervisor's name				Salary
Name under which employed if different from current name				\$ _____ lowest
Job title				\$ _____ highest
Job duties (be specific)				
Reason for leaving				

Please use a separate sheet if additional space is needed

APPLICANT'S AGREEMENT AND CONSENT

I certify that the answers set forth herein are true and complete to the best of my knowledge. I authorize the City of Maumelle, Arkansas, hereinafter referred to as City, to verify the accuracy of the statements contained in my application for accuracy and to obtain work related reference information as may be necessary in arriving at an employment decision. Further, I hereby release from liability any person, company, agency, organization, corporation, or other entity that provides information in response to the City's request for employment information.

I understand that falsification of answers or omission of facts on my application or during my interview which are deemed to be pertinent in reaching an employment decision, or derogatory information during an investigation into my work history may prevent my being hired or if hired may subject me to immediate dismissal regardless of length of employment.

I further understand that this is an application for employment and that no employment contract is being offered nor should this application be construed as a contract of employment I recognize that all employees of the City, except uniformed employees, are "At-Will" employees and as such may be terminated without cause or may resign/quit without notice or cause and without providing the City a reason.

I understand that if the City gives me a conditional offer of employment, I will be required to take and pass a drug test and that the conditional offer of employment will be withdrawn if I fail the test; or, if I have already begun work before the City receives the result of the drug test, my employment will be terminated.

Depending upon the position for which I have applied, if the City gives me a conditional offer of employment, I may be required to take a physical examination (including a psychological examination in the case of law enforcement positions). If the physical examination evidences that I cannot perform the job for which I have applied with or without reasonable accommodation, then the conditional offer of employment will be withdrawn; or, if I have already begun work, my employment will be terminated with respect to the position for which I have applied.

I have read and understand the Agreement and Consent form.

Signature _____ Date _____