



City of Laramie, Wyoming
Application for Employment
 Human Resources Division
 406 Iverson Street
 Laramie, Wyoming 82070
 (307) 721-5247

Return To:
 Laramie Workforce Center
 112 South 5th Street
 Laramie, WY 82070
 (307)-742-2153
 Fax: (307) 742-4464

Position Applying For: _____

INSTRUCTIONS: Each question should be fully and accurately answered. Please print or type, except for your signature on the back of the application. A separate application must be submitted for each position for which you are applying.

APPLICANT INFORMATION

Name: _____
 (as written on your Social Security Card) Last First M.I.

Mailing Address: _____
 Street City State ZIP

Telephone: _____
 Home Business Message/E-Mail

Date Available for Work: _____

Are you available for: Full Time Part Time Temp/Seasonal Employment

Are you a citizen of the United States or authorized to work legally in the U.S.? Yes No

Are you age 18 or older? Yes No If no, indicate date of birth: _____

Do you possess a valid driver's license Yes No If yes, indicate Class: _____

Driver's License Number: _____ State: _____ Expiration Date: _____

Do you have a current Commercial Driver's License (CDL)? Yes No

If you have a CDL, check appropriate box(s): Class A Class B Endorcement: _____

Have you ever had your drivers license suspended? Yes No

List any accidents or moving violations incurred during the past 36 months.

Type	Date	Ticket Received
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The following criteria will exclude prospective candidates from operation of City vehicles:

- A. Three (3) or more moving violations or at-fault accidents within the previous 36 months (two separate, individual incidents).
- B. Two (2) or more moving violations or at-fault accidents within the previous 12 months (two separate, individual incidents).
- C. An Administrative Suspension of a driver's license: conviction or any form of deferred prosecution qualified by State statute, or as amended within the previous 36 months, including, but not limited to:
 - * Driving under the influence of drugs or alcohol
 - * Leaving the scene of an accident
 - * Fleeing to avoid arrest
 - * Reckless Driving
 - * Homicide or assault by motor vehicle
 - * Driving without auto insurance

I understand that my insurability will be verified and I may not be eligible for employment in a driving essential position or, if employed, I may be terminated because I am uninsurable.

Have you worked for the City of Laramie before? Yes No
If yes, list the department: _____ Job Title: _____
Approximate dates of employment: From _____ To _____

Do you have any relatives currently working for the City of Laramie? Yes No
If yes, indicate their name and your relationship: _____

Have you served in the United States Armed Forces? Yes No
If yes, list dates of service: From _____ To _____ Branch of Service: _____

Have you ever been convicted of a crime (other than a minor traffic offense that resulted only in a fine)?
Yes No

If yes, please state the crime(s) you were convicted of and explain the date, location, nature, and facts surrounding each conviction. A conviction is not an absolute bar to employment, but is subject to review. Use an additional sheet of paper if necessary.

Essential functions of positions are described in job advertisements/announcements specific to the position vacancy. If you are unable to perform the essential functions of the position for which you are applying, or need a reasonable accommodation in order to apply, please contact the Human Resources Division at (307) 721-5247 for assistance.

EMPLOYMENT HISTORY

Your work experience is an important factor in evaluating your qualifications. Please make certain that you provide complete and accurate information on previous job duties and levels of responsibility. List names of employers in consecutive order with your present or most recent employer listed first. Account for all periods of time including military service, related volunteer experience, as well as any period of unemployment. You may attach a resume in addition to the descriptions that you must write.

CURRENT OR MOST RECENT:				
Name of Employer: _____				
Type of Business: _____		Telephone Number: () _____		
Employer's Address: _____				
Street		City	State	ZIP
Name of Last Supervisor _____				May we contact this employer? Yes No
Employed: From _____		To _____	Salary: Starting _____ Ending _____	
Job title and description of duties performed: _____				

PREVIOUS POSITIONS:

Name of Employer: _____

Type of Business: _____ Telephone Number: () _____

Employer's Address: _____
Street City State ZIP

Name of Last Supervisor: _____ May we contact this employer? Yes No

Employed: From _____ To _____ Salary: Starting _____ Ending _____

Job title and description of duties performed: _____

Name of Employer: _____

Type of Business: _____ Telephone Number: () _____

Employer's Address: _____
Street City State ZIP

Name of Last Supervisor: _____ May we contact this employer? Yes No

Employed: From _____ To _____ Salary: Starting _____ Ending _____

Job title and description of duties performed: _____

Name of Employer: _____

Type of Business: _____ Telephone Number: () _____

Employer's Address: _____
Street City State ZIP

Name of Last Supervisor: _____ May we contact this employer? Yes No

Employed: From _____ To _____ Salary: Starting _____ Ending _____

Job title and description of duties performed: _____

EDUCATION	Did you graduate?
Name, Address and Location of School High School:	
Undergraduate/Technical College or University College Major: Degree:	
Graduate College or University: Graduate Degree:	

Additional Education and/or vocational, technical, or military training information relevant to the position for which you are applying:

Special Skills:

Typing: Yes No WPM _____ Ten Key: By Touch? Yes No
 Computer: Yes No Type _____ Software Applications _____

Heavy Equipment (list specific types): _____

Additional information that might qualify you for the position: _____

The City of Laramie is an Equal Opportunity Employer. Applicants are considered for positions for which they have applied without regard to race, religion, sex, age, national origin, disability, and other characteristics protected by law. Per chapter 8.56 in the Municipal Code the City of Laramie is a smoke free workplace.

CERTIFICATION & RELEASE

I certify that all statements made in this application are true and complete. I authorize the City to investigate all statements made as a part of this application and to secure any necessary information from all prior employers, references, academic institutions, law enforcement agencies, other persons and entities, and public records. I hereby release all such persons, entities, employers, references, institutions, agencies, and the City from any and all liability arising from their giving or receiving information about my employment history, academic credentials, qualifications, reputation, driving record, and criminal record. A photocopy of this release may be used for all purposes.

I understand that any false answers or misleading statements as well as misrepresentations by omission made by me as part of my application will be sufficient for rejection of my application or for my immediate discharge should one be discovered after I am employed.

I understand that nothing in this employment application, in the City's statements of personnel policies, or in my communication with any City employee or official is intended to create an employment contract between the City and me. If I am hired by the City, I understand that my continued employment will be at the mutual consent of the City and me. Accordingly, either I or the City may terminate my employment at will at any time with or without cause or notice. I understand that the at-will nature of the employment relationship can only be changed in a specific written agreement signed by the City Manager.

Signature _____ Date: _____