

City of Peoria

EMPLOYMENT APPLICATION (AN EQUAL OPPORTUNITY EMPLOYER)

Professional
Ethical
Open
Responsive
Innovative
Accountable



Location & mailing info: 8401 W. Monroe St., Rm.110
Peoria, Arizona 85345
Phone: (623) 773-7100
24 hr. Job Hotline (623) 773-7105
Website: www.peoriaaz.gov/jobs
Fax: (623) 773-7149

All requested information must be furnished. The information you provide will determine whether you are eligible for the position or further examination process. All information contained on the application is subject to verification. Any omission, misstatement or falsification may be cause for rejection of this application, removal of your name from an eligibility list, or discharge from City service. Applications will be accepted only when positions are open.

GENERAL INFORMATION (Please type or print legibly with ink)

Position Applying For: _____ Job Posting Number: _____
Name: _____ (Last) _____ (First) _____ (Middle Initial)
Address: _____ (Street) _____ (City/State) _____ (ZIP)
Phone: _____ (Home) _____ (Work - OPTIONAL) _____ (Cell/Message)
E-Mail Address: _____ (Please indicate best contact number)

THIS BLOCK FOR POLICE POSITIONS ONLY

Are you a U.S. citizen? Yes No Are you 21 or over? Yes No

Are you currently a City of Peoria employee? Yes No Employee # _____

Are any of your relatives (to include by marriage) employed by the City of Peoria? Yes No
If so, what Department/Division? _____

NOTE: The City of Peoria conducts a background investigation of criminal history. A criminal conviction does not constitute an automatic bar to employment. Each case is considered individually and based on job requirements. However, failure to answer truthfully may result in disqualification or termination of employment with the City.

Have you ever been convicted of a felony, regardless of whether the conviction was later set aside or expunged, in any domestic, foreign, or military court? Yes No

Are you pending charges, trial or other court proceeding for any felony, in any jurisdiction, at this time? Yes No

If you answered yes to either or both of these questions, please give details including the offense(s) for which you were convicted or are currently pending charges, date of conviction, and jurisdiction (court, city, county, and state). If an offense has been set aside or expunged, please give date of action. _____

Have you ever been terminated or forced to resign due to misconduct or unsatisfactory service? Yes No
If yes, please explain the circumstances: _____

What work status will you accept?

(Please check all that apply)

Regular Full-time Part-time Shift: 8:00 a.m. – 5:00 p.m. only Evenings Nights Rotating
Temporary Full-time Part-time
If appointed, when could you start work? _____

Do you have a legal right to work in the U.S.?

Yes No

If yes, you will need to show proof of work eligibility to be employed. See Immigration Reform Act on page four for more information on this requirement.

Did you obtain a HS Diploma or GED? YES NO

Colleges/University	City/State	Major Coursework	Sem. Hours	Degree(s) Completed

Do you have a valid Driver's License?	State:	CDL	Classification:
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>List any CDL endorsements:</i> _____			

Professional Certifications, Licenses or Memberships: _____

List any specialized training you may have received that relates to this position (include number of hours and course content): _____

List any computer software training you have received: _____

List any equipment that you are able to operate that relates to this position: _____

Language Proficiency (Any language other than *English*)

Language:	Speak:	Read:	Write:
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

EXPERIENCE

Begin with your present or most recent position. List all jobs held, paid or volunteer, over the last ten years. Your qualifications will be evaluated on the basis of the information provided on this application. You may attach a separate sheet if additional space is needed, or to include applicable experience prior to ten years ago.

Resumes may not be substituted for the requested information.

Resumes or cover letters may be attached to your completed application.

EMPLOYER NAME/ADDRESS	List all Positions Held	Annual Salary	Dates Mo/Yr – Mo/Yr	Hours Per Week
Supervisor				
Phone Number				

May we contact your employer? _____

Primary job duties: _____

Reason for leaving: _____
 Total Time Worked: _____ Years _____ Months

EMPLOYER NAME/ADDRESS	List all Positions Held	Annual Salary	Dates Mo/Yr – Mo/Yr	Hours Per Week
Supervisor				
Phone Number				
May we contact your employer? _____				
Primary job duties: _____				

Reason for leaving: _____				
Total Time Worked: _____ Years _____ Months				

EMPLOYER NAME/ADDRESS	List all Positions Held	Annual Salary	Dates Mo/Yr – Mo/Yr	Hours Per Week
Supervisor				
Phone Number				
May we contact your employer? _____				
Primary job duties: _____				

Reason for leaving: _____				
Total Time Worked: _____ Years _____ Months				

EMPLOYER NAME/ADDRESS	List all Positions Held	Annual Salary	Dates Mo/Yr – Mo/Yr	Hours Per Week
Supervisor				
Phone Number				
May we contact your employer? _____				
Primary job duties: _____				

Reason for leaving: _____				
Total Time Worked: _____ Years _____ Months				

READ THIS APPLICATION AND VERIFY YOUR ANSWERS BEFORE SIGNING BELOW

By signing this application, I certify all information on this form is true to the best of my knowledge, and any omissions or misstatements of facts may be cause for rejection of this application or discharge from City service.

I also authorize the City of Peoria Human Resources or its designee to make all necessary and appropriate investigations allowable by law to verify the information provided and for any past employer to release all factual information concerning my employment that is allowable by law. It is my responsibility to keep the Human Resources Department advised of changes of address or phone number.

DATE: _____ SIGNATURE: _____

TO ALL APPLICANTS: The City of Peoria is an Affirmative Action/Equal Opportunity/ Reasonable Accommodation Employer. The information that you provide on this profile is used for statistical purposes in complying with record keeping requirements of the Federal Government to assure equal employment opportunity in the City's hiring practices. This profile will be filed separately from your application and will not be used to discriminate in any way in the employment process. Although completion of this profile is not mandatory, your assistance will help us to study and improve our recruitment policies. THANK YOU.

CITY OF PEORIA APPLICANT PROFILE

TITLE OF POSITION APPLIED FOR: _____

TODAY'S DATE: _____

LAST NAME	FIRST NAME	INITIAL
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ADDRESS	CITY/STATE	ZIP
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GENDER: 1. FEMALE 2. MALE

AGE: _____

<p style="text-align: center;">Ethnic Group</p> <p style="text-align: center;">(Please <u>check</u> all that apply and <u>circle</u> the category you consider to be your primary race/ethnicity)</p> <p>1. <input type="checkbox"/> White</p> <p>2. <input type="checkbox"/> Hispanic/Latino</p> <p>3. <input type="checkbox"/> Black/African American</p> <p>4. <input type="checkbox"/> American Indian/ Alaska Native</p> <p>5. <input type="checkbox"/> Native Hawaiian/ Other Pacific Islander</p> <p>6. <input type="checkbox"/> Asian</p> <p>7. <input type="checkbox"/> Prefer not to specify</p>	<p style="text-align: center;">Where did you hear about this vacancy?</p> <p style="text-align: center;">(Please check only ONE of the options)</p> <p>1. <input type="checkbox"/> Peoria Website</p> <p>2. <input type="checkbox"/> Peoria Job Hotline</p> <p>3. <input type="checkbox"/> City Employee</p> <p>4. <input type="checkbox"/> Walk-In</p> <p>5. <input type="checkbox"/> Newspaper: _____</p> <p>6. <input type="checkbox"/> Job Fair: _____</p> <p>7. <input type="checkbox"/> Professional Publication or Web-site: _____</p> <p>8. <input type="checkbox"/> Other: _____</p>
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Preference Points:

Some applicants may qualify for employment preference points in accordance with Arizona Revised Statute 38-492. Please refer to 'Preference Points Information' on the back page of this application to determine whether you qualify. If you determine that you meet the requirements for any of the listed categories, please check the appropriate option(s) below.

Note: Appropriate supporting documentation is required within five working days from the closing date of the position you are applying for. Documentation may be submitted via fax at (623) 773-7149, U.S. Mail, or in person at the Human Resources Office, 8401 West Monroe Street, Peoria, AZ 85345. Please reference the Job Title and Job Posting number on your supporting documents.

Veteran Disabled Veteran Spouse or Surviving Spouse of a Veteran Person with a Disability

THE CITY OF PEORIA
“AN EQUAL OPPORTUNITY EMPLOYER”

EMPLOYMENT POLICY

Applicants are considered solely on the basis of their qualifications as required for the position they seek, and no discrimination is exercised because of their political or religious opinions or affiliations, or because of their race, religion, color, sex, national origin, age, disability, veteran status or marital status.

IMMIGRATION REFORM ACT NOTICE

To conform with the Immigration Reform Act of 1986, the City of Peoria must verify the right to work in the United States of every individual hired. In the event you are selected, you will be required to provide the appropriate documents to Human Resources. Failure to provide these documents will result in termination. The City of Peoria is also a participant in the Department of Homeland Security's E-VERIFY program.

EMPLOYMENT PREFERENCE POINTS

Effective August 27, 1977, Arizona Revised Statute 38-492 was amended and authorized preference points for four (4) major categories of applicants for merit system employment:

I. **VETERAN:** A veteran of the armed forces of the United States who is separated from the armed forces under honorable conditions following more than six months of active duty.

II. **DISABLED VETERAN:** An honorably separated veteran who served in the Armed Forces at any time and who has a service connected disability for which he/she is receiving disability benefits

III. **VETERAN'S SPOUSE or SURVIVING SPOUSE:** A spouse or surviving spouse of any of the following:

- a. A veteran who died of a service connected disability
- b. Any member of the Armed Forces serving in active duty who at the time of application is listed in any of the following categories for not less than 90 days:
 - Missing in Action
 - Captured in the line of duty by a hostile force
 - Forcibly detailed or interned in the line of duty by a foreign government of power
- c. A person who has a total permanent disability resulting from a service connected disability or any person who died while the disability was in existence

IV. **A PERSON WITH A DISABILITY:** Any individual who has a physical or mental impairment that substantially limits one or more major life activities of the individual or who has a record of such impairment or is regarded as having such impairment.

A maximum of ten (10) preference points will be applied to your final score, but only if you meet the minimum requirements of the position without preference. Complete information on Employment Preference Points is available at www.peoriaaz.gov/jobs and at the City of Peoria Human Resources office.

SMOKE-FREE ARIZONA ACT

The City of Peoria is a non-smoking environment in accordance with the Smoke-Free Arizona Act.

APPLICANT EVALUATION

Applications will be accepted for current vacancies only until closing date, or until a sufficient number of applications have been received. You will be required to meet City of Peoria standards on experience, training, knowledge, skills, physical fitness and other job related requirements as they relate to the position applied for. ONLY the most highly qualified applications will be considered for this position.

PROBATIONARY PERIOD

A standard twelve-month probationary period must be served. However, it may be extended depending on incumbent performance.

BENEFITS

- **Paid Holidays (10 days per year)**
- **Paid Vacation (10 days 1st through 4th year, progressive to 20 days after the 15th year of employment)**
- **Paid Sick Leave (12 days per year-cumulative to 1025 hours)**
- **Personal Leave**
- **Social Security**
- **Arizona State Retirement System (general employment)**
- **Public Safety Retirement System (Certified Police and Fire employment)**
- **Deferred Compensation Program**
- **Major Medical, Dental, Vision and Life Insurance Programs**
- **Flexible Spending Account**
- **Retiree Health Savings Account (Police & Fire only)**
- **Short-Term Disability**
- **Long-Term Disability**
- **Tuition Reimbursement Program**
- **Industrial Insurance**
- **Safety Awards**
- **Employee Suggestion Program (City of Peoria's Innovation Program)**
- **Credit Union**
- **Uniform Allowance (as determined by policy)**
- **Wellness Program**