



An equal opportunity employer

25 Center Street • Vermillion, SD 57069

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www.vermillion.us

APPLICATION FOR EMPLOYMENT

Date: _____ Position applying for: _____

Directions: please answer each question fully and accurately. No action will be taken on this application until you have answered all questions and signed the back of the application in ink. Resumes and cover letters are **not** substitutes for the information requested on this application but will be accepted as supplemental materials.

APPLICANT INFORMATION

Name: _____

Address: _____
Last First Middle

Street City State Zip

Phone Number: _____ Date Available for work: _____

Email Address: _____

List Alias(es), nickname(s), or any other names you may have worked under: _____

Are you legally eligible for employment in the United States? Yes No
(Proof of US Citizenship or immigration status required)
Have you ever been convicted of a felony or misdemeanor? Yes No If yes, please explain: _____

(Factors such as date, nature, number of offenses, age at the time of offense, and rehabilitation will be considered)

Have you ever been employed by the City of Vermillion? Yes No Dates and Position: _____

Have you ever applied here before? Yes No If yes, date and position _____

Are you related to any City employee or elected official? Yes No If yes, name and relationship: _____

Do you have a driver's license? Yes No License no. _____ State _____ Exp. _____

Do you have a CDL? Yes No License No. _____ State _____ Exp. _____

(Commercial Driver's License)

Are you willing to work overtime if required? Yes No Are you willing to work alternate shifts? Yes No

May we contact you at your current place of work? Yes No If yes, phone number: _____

Have you ever been fired from a job or asked to resign? Yes No If yes, please explain: _____

Check this box if you wish to claim veteran's preference pursuant to SDCL 3-3-1 and SDCL 3-3-2:

(To receive veterans' preference, you must meet the requirements of South Dakota state law, SDCL 33A-2-1, be a resident of South Dakota, and attach form DD214)

SKILLS & QUALIFICATIONS

Typing wpm: _____

Describe your proficiency with computer hardware and software (list software): _____

List any certifications: _____

EDUCATION

Name and Location of High School: _____ Did you graduate? _____

Name and Location of College: _____ Years Attended: _____

Degrees Completed: _____ Other subjects studied: _____

Trade, Business or Correspondence School: _____ Years Attended: _____

Subjects Studied: _____ Did you graduate? _____

EMPLOYMENT HISTORY (Please list in order of most recently held)

Dates of Employment: From ___ / ___ / ___ To ___ / ___ / ___ Position(s) Held: _____

Company Name: _____ Address: _____

City: _____ State: _____ ZIP: _____ Phone: _____

Supervisor: _____ Title: _____

Responsibilities: _____

Starting Salary and Title: _____ Ending Salary and Title: _____

Reason for leaving: _____

May we contact this employer? Yes No Phone Number: _____

Dates of Employment: From ___ / ___ / ___ To ___ / ___ / ___ Position(s) Held: _____

Company Name: _____ Address: _____

City: _____ State: _____ ZIP: _____ Phone: _____

Supervisor: _____ Title: _____

Responsibilities: _____

Starting Salary and Title: _____ Ending Salary and Title: _____

Reason for leaving: _____

May we contact this employer? Yes No Phone Number: _____

Dates of Employment: From ___ / ___ / ___ To ___ / ___ / ___ Position(s) Held: _____

Company Name: _____ Address: _____

City: _____ State: _____ ZIP: _____ Phone: _____

Supervisor: _____ Title: _____

Responsibilities: _____

Starting Salary and Title: _____ Ending Salary and Title: _____

Reason for leaving: _____

May we contact this employer? Yes No Phone Number: _____

POLICE DEPARTMENT AND EMERGENCY COMMUNICATIONS SUPPLEMENTAL QUESTIONS

This section only pertains to individuals applying for a position with the Vermillion Police Department or the Clay Area Emergency Services Communication Center. Please skip this section unless you are applying for a position with Law Enforcement or 911 Dispatch.

Are you at least 18 years of age? Yes No (Applicants for 911 Dispatcher must be at least 18 years old)
Are you at least 21 years of age? Yes No (Applicants for Law Enforcement must be at least 21 years old)
Are you a Certified Police Officer? Yes No

Have you ever had your Driver’s License, in any state, suspended or revoked? Yes No
If yes, please explain: _____

Have you ever had your law enforcement certification suspended, revoked, or voluntarily surrendered? Yes No
If yes, please explain: _____

Have you ever voluntarily surrendered any professional/occupational certification or have you had any license suspended or revoked? Yes No If yes, please explain: _____

Have you ever been arrested or detained by a law enforcement agency? Yes No
If yes, please explain: _____

APPLICANT SURVEY (Voluntary)

How did you learn about this position?

- Department of Labor
- Other City Department
- Current City Employee
- City of Vermillion Website
- Other Website _____
- Newspaper _____
- Other _____

Were you treated courteously when requesting job information about City government? Yes No N/A

Was the City job information ready available upon request? Yes No N/A

Was the City job information easily understood? Yes No

If you answered “No” to any of the above, please explain: _____

PERSONAL STATEMENT (Attach additional sheets if necessary)

Please summarize your interest in working for the City of Vermillion. Additionally, tell us about your special skills, abilities, accomplishments, or military service that most qualify you for the position for which you are applying.

REFERENCES (Please provide three school, work, or personal references not related to you)

Name	Title	Phone	Years Known
1) _____	_____	_____	_____
2) _____	_____	_____	_____
3) _____	_____	_____	_____

APPLICANT STATEMENT

PLEASE READ AND SIGN BELOW

I hereby certify that the information given by me is true and complete to the best of my knowledge and belief. I further authorize investigation of all statements I have made. Misrepresentations, falsification, or omission of facts called for in this application or in the interview process is cause for cancellation of this application or termination of employment.

I authorize the City of Vermillion, its officers, agents, and employees to conduct a background investigation (including criminal) prior to making a decision regarding employment. I release and hold harmless the City of Vermillion, its officers, agents, and employees, and the person providing the information from any liability related to the performance or result of this check.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, initial and ongoing employment with the City of Vermillion is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge an employee at any time with or without cause. It is further understood that this relationship may not be changed by any written document or by conduct unless an authorized executive of this organization specifically acknowledges such change in writing.

I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current or past employer, and organizations to provide relevant information that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I understand that if I am extended a conditional offer of employment, it may be conditioned upon my successfully passing a complete pre-employment physical examination. I give my consent to any pre-employment or post-employment health screenings, physical limitations testing, examinations, and/or any other requirements of the City of Vermillion if a conditional offer of employment has been given. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying. We advise you not to resign or change your current employment status until you are advised that you have successfully completed the health assessment. I understand that I may be required to successfully pass an alcohol and drug screening examination. I hereby consent to a pre and/or post-employment alcohol/drug screen as a condition of employment, if required.

Finally, I understand that this application does not constitute a contract or guarantee of employment, or if employed, does not bind either party to a specific period of employment.

Authorization for Reference Requests

I have applied with the City of Vermillion for employment and I desire that they be fully advised of my record with former employers and schools I have attended. I, therefore, give my permission and request that former employers and prior schools attended furnish any and all requested information and records to the City of Vermillion on their request for references in regard to the position for which I have applied. In addition, I hereby release all involved parties from any and all liability of damages for requesting or providing the reference information.

SIGNATURE _____ DATE _____

The City of Vermillion provides equal opportunity for all residents, applicants, and employees as it pertains to the provision of services and employment opportunities in order to ensure that there will be no discrimination against any person on the basis of race, color, religion, sex, age, gender identity and expression, national origin, ancestry, political affiliation, or any other basis prohibited by state or federal law. The City of Vermillion is prepared to make reasonable accommodations for applicants with a disability. If called for an interview, please advise the person calling of any accommodations that you may need.

DEMOGRAPHIC INFORMATION *(Voluntary)*

The following information is requested by the Federal Government in order to monitor compliance with Federal laws prohibiting discrimination against applicants. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, we are required to note the race, ethnicity, and sex of applicants on the basis of visual observation or surname.

I do not wish to furnish this information

Ethnicity:

Hispanic or Latino

Not Hispanic or Latino

Race: (Mark all that apply)

White

Black or African American

American Indian or Alaska Native

Asian

Native Hawaiian or Other Pacific Islander

Sex:

Male

Female