



Town of Erie
645 Holbrook, PO Box 750
Erie, CO 80516
Phone: (303) 926-2700
Fax: (303) 926-2705
www.erieco.gov

Application for Employment

The Town of Erie is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors. Attach additional sheets if necessary. Please PRINT except for the signature on the back page.

Position Applying for: _____ Date Available to Work _____

Last Name	First Name	MI	Today's Date
Address		City	State Zip Code
Social Security No. (Optional)	E-mail	Contact Phone No	

Are you at least 18 years of age? Yes No If No, how old are you? _____

If hired, can you provide proof you are eligible to work in the United States? Yes No

Type of position you are seeking Full Time Part Time (how many hours/week) _____ Seasonal

For positions that require driving – Do you have a valid operator's license? Yes No State/Number _____

Have you ever been convicted of a felony, misdemeanor or have plead guilty or no contest to any criminal charges? Yes No
 (A yes answer does not automatically exclude you from consideration)

If yes, please provide details including City and State of conviction. _____

Have you ever been employed by the Town of Erie? Yes No If yes, when? _____

Education:

Have you graduated from high school or attained a GED? Yes No City/State of Last High School _____

Check highest level of education attained: High School/GED Associate's degree Bachelor's degree Graduate degree

Name/Location of Schools beyond High School	Dates Attended	Degree/Certificate

Skills & Certifications:

Please list all of the skills, licenses, certifications or other information that you think may be helpful: _____

Employment History

Please begin with your current or most recent employer and work backwards. List all employers. You may attach additional sheets if necessary. You may also attach a resume in addition to completing this information.

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

May we contact your current employer? Yes No

Current/Most Recent Employer	Address	City	State
Supervisor's Name	Phone #	Dates Employed	
		From: / /	To: / /
Job Title and Duties			
Reason for Leaving			Final Salary

Previous Employer	Address	City	State
Supervisor's Name	Phone #	Dates Employed	
		From: / /	To: / /
Job Title and Duties			
Reason for Leaving			Final Salary

Previous Employer	Address	City	State
Supervisor's Name	Phone #	Dates Employed	
		From: / /	To: / /
Job Title and Duties			
Reason for Leaving			Final Salary

Previous Employer	Address	City	State
Supervisor's Name	Phone #	Dates Employed	
		From: / /	To: / /
Job Title and Duties			
Reason for Leaving			Final Salary

Please tell us how you heard of this position:

- Walk in Newspaper Ad (which paper?) _____
- Town of Erie Website Other Website (which website?) _____
- Employment Agency Employee Referral (which employee?) _____
- Other source: _____

Professional References: Please list three people with whom you have worked.

Name	Relationship	Contact Number/E-Mail

Certification and Agreement:

I certify that the information I provided in this application and in any attachments to this application is complete and accurate. I understand that any misrepresentation or omission of facts in this application may disqualify me from consideration for employment or, if employed, is grounds for termination. I authorize inquiries of all statements contained in this application and understand that I may be required to provide verification of any information contained herein.

I understand that the Town of Erie is an at-will employer and that, if employed, my employment with the Town of Erie may be terminated by me or by the Town with or without advanced notice, at any time, and for any reason not prohibited by law, subject to the terms and conditions in the Town's Personnel Policies.

I understand that any employment offer I may receive is contingent upon the following: 1) producing documents certifying that I am eligible to work in the United States; 2) satisfactorily passing the pre-employment/post-offer drug screen, criminal background and reference checks; and, 3) receiving and accepting a written offer of employment.

By signing my name below and submitting this application to the Town of Erie, I acknowledge that I have read this certification and agreement and agree to abide by its terms.

Name: _____ Date: _____

- By checking this box, I affirm that everything submitted with this on-line application is truthful and I acknowledge that any omissions, errors or information found to be untrue may be considered as grounds to reject my application or, if hired by the Town of Erie, to be ground for termination.



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Supplemental Application Police Officer Applicants only

Do not complete this page unless you are applying for Police Officer

Are you at least 21 Years of Age? Yes No If no, what is your Date of Birth? _____

Have you ever been arrested? Yes No If Yes, please provide details. (A YES answer does not automatically disqualify you from consideration).

Date: _____ Arresting Agency: _____

Date: _____ Arresting Agency: _____

Date: _____ Arresting Agency: _____

Are you Colorado POST Certified? Yes No If Yes, POST number: _____ Date: _____

Have you ever been employed as a Sworn Peace Officer? Yes No If yes, complete the following:

Agency	Location	Position	Reason for Leaving