



# Application for Employment

RETURN COMPLETED FORM TO:  
 Human Resources, 949 E 2<sup>nd</sup> Ave, Durango CO 81301  
[hr@durangogov.org](mailto:hr@durangogov.org) 970-375-5050

The City of Durango is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, national origin, gender, religion, age, sexual orientation, or disability in employment or the provision of services, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.

- Applications will ONLY be accepted for CURRENT job openings.
- DO NOT leave any field blank. Answers must be COMPLETE and ACCURATE. Enter N/A if not applicable.
- DO NOT enter “see resume” or “will discuss at interview” as a response on your application.
- Any omission, misstatement, or falsification may be cause for rejection of an application, removal of your name from an eligibility list, or discharge from City service.
- PLEASE PRINT CLEARLY and include your **signature at the end of the application.**

APPLICANT INFORMATION			
NAME: Last:	First:	Middle Initial:	
Position:			Today's Date:
Primary Contact Phone:		Primary Email:	
Mailing Address:		City, State, Zip:	
Employment Type:	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Seasonal
Availability:	<input type="checkbox"/> Days	<input type="checkbox"/> Evenings	<input type="checkbox"/> Weekends <input type="checkbox"/> Holidays <input type="checkbox"/> Overtime
Date Available for Employment:			
<b>REFERENCES: At least three (3) personal or character references are REQUIRED. DO NOT INCLUDE supervisors already listed in the Employment Section. DO NOT INCLUDE family members.</b>			
Name:	Relationship:	Phone Number:	
Name:	Relationship:	Phone Number:	
Name:	Relationship:	Phone Number:	
<b>EDUCATION: Enter your educational background information. List schools starting with the highest level attended. Proof of education may be required prior to hire.</b>			
<b>Highest Grade Completed:</b> <input type="checkbox"/> Currently Attending High School <input type="checkbox"/> Did not complete High School <input type="checkbox"/> High School Graduate <input type="checkbox"/> Completed GED <input type="checkbox"/> Currently Attending College <input type="checkbox"/> College Graduate			
<i>Educational Institution</i>	<i>City/State</i>	<i>Course/Major</i>	<i>Degree/Certificate/College Hours</i>
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<b>SKILLS: Proof of professional registrations, licenses and/or certifications may be required prior to hire. List any equipment and/or software with which you are proficient in operating that relates to the job for which you are applying. Briefly describe any skills, interests, qualifications, or experience you feel will contribute to your success.</b>			
Typing Speed:	Language: _____	<input type="checkbox"/> Speak	<input type="checkbox"/> Read <input type="checkbox"/> Write
Special Training: _____			
Skills: _____			

**EMPLOYMENT INFORMATION**

**A conviction will not necessarily bar you from employment, but will be weighed on its own merit with respect to time, circumstances, seriousness, and the position for which you have applied.**

**\*A guilty conviction means found guilty following a trial, entered a guilty plea, or entered a no contest plea with a court finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt. Guilty convictions as described above, as well as convictions that were dismissed after successful completion should be listed on #4 below.**

**1:** How long have you lived at your current address? \_\_\_\_\_

**2:** If hired, can you furnish proof you are eligible to work in the U.S.?  No  Yes

**3:** Have you ever been convicted of a crime, including misdemeanors, deferred sentences/judgments?  
 No  Yes

**4:** If yes, give DATE and DESCRIPTION of offense(s).

Date: \_\_\_\_\_ Description: \_\_\_\_\_

Date: \_\_\_\_\_ Description: \_\_\_\_\_

Date: \_\_\_\_\_ Description: \_\_\_\_\_

**5:** Have you previously applied for a job with the City of Durango? If yes, list most recent date and position.

No  Yes Position: \_\_\_\_\_ Date: \_\_\_\_\_

**6:** Have you been previously employed by the City of Durango? If yes, give all dates and positions below.

No  Yes Position: \_\_\_\_\_ Dates: \_\_\_\_\_

Position: \_\_\_\_\_ Dates: \_\_\_\_\_

**7:** Do you have any relatives working for the City of Durango?  No  Yes (List below)

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_ Position: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_ Position: \_\_\_\_\_

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

Description: \_\_\_\_\_

**9:** Do you have a valid driver's license?  No  Yes (List below)

**10:** Driver's license: State: \_\_\_\_\_ Type:  Regular  CDL

**11:** Are you eligible to obtain a CDL license if necessary for the position?  No  Yes

**12:** Have you ever had your license revoked or suspended in any state?  No  Yes (List below)

Date: \_\_\_\_\_ State: \_\_\_\_\_ Length of suspension: \_\_\_\_\_

Reason: \_\_\_\_\_

**13:** Have you had any vehicle accidents during the past three (3) years?  No  Yes (List below)

Date: \_\_\_\_\_ Circumstances: \_\_\_\_\_

Date: \_\_\_\_\_ Circumstances: \_\_\_\_\_

**14:** Have you received any moving violations during the past three (3) years?  No  Yes (List below)

*Including but not limited to: speeding tickets, seatbelt violations, unsafe vehicle, etc.*

Date: \_\_\_\_\_ Circumstances: \_\_\_\_\_

Date: \_\_\_\_\_ Circumstances: \_\_\_\_\_

**15:** Why are you applying for this position? *(If more space is needed, please add attachments.)*

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**16:** What are your long-range work goals? *(If more space is needed, please add attachments.)*

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### EMPLOYMENT HISTORY

**Describe your paid work experiences for the past 10 years or more, to include a minimum of three employers if possible. Be sure to include most recent employment, self-employment, part-time employment, and military service (If more space is needed, please add attachments.)**

**PLEASE NOTE: A job offer may be contingent upon acceptable references from employers.**

Employer: _____	Supervisor: _____
Type of Business: _____	Supervisor Phone: _____
Address: _____	Supervisor Email: _____
City, State Zip: _____	Can Contact?: _____
Job Title: _____	Dates Employed: _____
Annual Base Salary: _____	Reason for Leaving: _____
Duties: _____	
_____	
_____	
_____	

Employer: _____	Supervisor: _____
Type of Business: _____	Supervisor Phone: _____
Address: _____	Supervisor Email: _____
City, State Zip: _____	Can Contact?: _____
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Annual Base Salary: _____	Reason for Leaving: _____
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Address: _____	Supervisor Email: _____
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Duties: _____	
_____	
_____	

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Address: _____	Supervisor Email: _____
City, State Zip: _____	Can Contact?: _____
Job Title: _____	Dates Employed: _____
Annual Base Salary: _____	Reason for Leaving: _____
Duties: _____	
_____	
_____	

**Submit your application only after you have read and understand the following statement.**

I am an applicant for a position with the City of Durango, Colorado. The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. I understand that a confidential background check may be performed on me, and that appointment to any City position is dependent upon the satisfactory completion of this check. I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre and/or post-employment drug screen as a condition of employment, if required. I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a complete pre-employment physical examination. I consent to the release of any or all medical information, as allowed by law and as may be deemed necessary to judge my capability to do the work for which I am applying. I release the City to check with any employer, other references listed on this application, schools or colleges, criminal justice records, motor vehicle records or any other resource. I authorize all such resources to answer all questions and provide such information as requested by the City, and I release all such resources from any liability or consequences which may result from providing such information.

**I have read, and I understand the above.**

Signature: _____	Date Signed: _____
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Printed Name: \_\_\_\_\_

- **RETURN COMPLETED APPLICATION TO:**  
**Human Resources Office**  
**City Hall**  
**949 E 2<sup>nd</sup> Ave,**  
**Durango, CO 81301**  
**or email to: [hr@durangogov.org](mailto:hr@durangogov.org).**
- **Job applications expire 6 months from the date of submittal.**





HUMAN RESOURCES OFFICE  
 AFFIRMATIVE ACTION STATISTICS

Dear Applicant:

The City of Durango, Colorado is an Equal Opportunity Employer. The information requested below will be used to provide background information to help the City evaluate its affirmative action program, and to prepare statistics required by the United States Equal Employment Opportunity Commission. If you are mailing the application back, the Affirmative Action Statistics form may be included with the application or mailed separately. **Once received in our office, it will be immediately separated from the application.** The City is interested only in the accurate response to the questions asked. Please do not place your name, social security number, or other identification on this form.

Date:	Position Applied For:	
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Age:	
Citizenship: <input type="checkbox"/> U.S. <input type="checkbox"/> Other:		
Race or Ethnic Identification:		
<input type="checkbox"/> White	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	
<input type="checkbox"/> Black or African American	<input type="checkbox"/> Asian	
<input type="checkbox"/> Hispanic/Latino	<input type="checkbox"/> American Indian or Alaska Native	
	<input type="checkbox"/> Two or More Races	
Where did you hear about the job?		
<input type="checkbox"/> Craigslist	<input type="checkbox"/> Indeed	
<input type="checkbox"/> Walk In	<input type="checkbox"/> Through School	
<input type="checkbox"/> Word of Mouth	<input type="checkbox"/> Social Media (Facebook, Twitter)	
<input type="checkbox"/> Newspaper Print Ad	<input type="checkbox"/> City Bulletin Board	
<input type="checkbox"/> Newspaper Online Ad	<input type="checkbox"/> City Web Site <a href="http://www.durangogov.org">www.durangogov.org</a>	
<input type="checkbox"/> Other: _____	_____	