



EMPLOYMENT APPLICATION

The City of Burlington is an Equal Opportunity Employer. As such, qualified applicants will receive consideration without discrimination because of race, creed, color, religious convictions, gender, age, national origin or ancestry, disability, martial or military status, sexual orientation, genetic information, or any other classification protected under applicable law.

PERSONAL INFORMATION *(Please type or print)*

Last Name: _____ First Name: _____ M.I. _____

Address: _____
Street/Box # _____ City _____ State _____ Zip _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

EMPLOYMENT DESIRED AND AVAILABILITY

Position you are applying for: _____ Date you can start: _____

Is the posted salary acceptable: _____ If not, requested salary: _____

If hired, are you able to furnish proof that you are eligible to work in the U.S.?

Are you willing to work *(check all that apply)*:

Full-time Part-time Temporary Weekends Evenings Overtime

How did you find out about this opening: Newspaper Website Internet

State Unemployment Office Walk In Other

EMPLOYMENT HISTORY

Are you currently employed: _____ If so, may we inquire with your current employer: _____

If not, please be advised that the City of Burlington may wish to contact your current employer prior to making any employment offer.

Have you ever worked for the City before: _____ What Dept.: _____ Dates: _____

Do you have any relatives currently working for the City:

If yes, who and what Department:

REFERENCES *(Include only individuals familiar with your work ability. Exclude relatives)*

Name	Address	Phone	Years Known	Relationship

EDUCATION

High School Name/Location:

Diploma GED

	Name & Location	Years Completed	Degree/Major/Minor
College			
Graduate School			
Trade, Business or Correspondence School			

JOB RELATED SKILLS *(Complete only those sections which are job-related)*

Professional memberships/associations:

List skills, licenses, certificates or training:

List Language(s) in which you are fluent:

Driver's License #:

State:

Class:

Do you have a Commercial Driver's License:

Class/Expiration:

Do you have any driving violations in the past five (5) years:

If yes, please describe:

Have you been convicted of a felony*:

If yes, please describe:

** You will not be denied employment solely because of a conviction record unless the offense is related to the job for which you have applied.*

RELEASE AND AUTHORIZATION – PLEASE READ CAREFULLY BEFORE SIGNING

Please check all boxes before signing –

I certify that I have read and understand the application instructions on this form and that the answers given by me to the foregoing questions and the statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omission or misrepresentations of facts called for in this application may result in rejection of my application or discharge at any time during my employment.

I authorize the City of Burlington and/or its agents, including consumer reporting bureaus, to verify any of this information including, but not limited to, criminal history and motor vehicle driving records. I authorize all persons, schools, companies and law enforcement authorities to release any information concerning my background and hereby release any persons, schools, companies and law enforcement authorities from any liability for any damage whatsoever for issuing the information.

I also understand that the use of illegal drugs is prohibited during my employment. If the City of Burlington requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during my employment.

I acknowledge that all employment with the City of Burlington is “AT-WILL” and of an indefinite duration, and that either the employee or the City may separate employment at any time, with or without notice and for any reason.

Signature: _____ Date: _____

Please mail or deliver completed application with a cover letter to the appropriate department:

City of Burlington
PO Box 366
415 15th Street
Burlington, CO 80807

OR

For police department applications:

Burlington Police Dept.
Attn: Chief Nate Hill
480 15th St
Burlington CO 80807