



**City of Coeur d'Alene**

710 E Mullan Avenue  
Coeur d'Alene, ID 83814  
208-666-2250 ~ www.cdaid.org

Date Received: \_\_\_\_\_

**TEMPORARY/SEASONAL APPLICATION**

**POSITION APPLYING FOR:** \_\_\_\_\_

NAME (LAST) \_\_\_\_\_ (FIRST) \_\_\_\_\_ (MI) \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

HOME TELEPHONE: \_\_\_\_\_ OTHER TELEPHONES: \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_ BIRTHDATE: \_\_\_\_\_

AVAILABLE FOR (circle one): P/T F/T SEASONAL

IF SEASONAL, SPECIFY STARTING AND END DATES \_\_\_\_\_ - \_\_\_\_\_

**EDUCATION**

H.S. GRADUATE OR G.E.D. CERTIFICATE \_\_\_\_ Yes \_\_\_\_ No If NO, circle the highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

NAME OF SCHOOL	CERTIFICATE/DEGREE

**LICENSES/CERTIFICATIONS**

DESCRIPTION	ISSUED BY	EXPIRATION DATE

**GENERAL INFORMATION**

HAVE YOU EVER BEEN EMPLOYED BY THE CITY OF COEUR D'ALENE? \_\_\_\_ YES \_\_\_\_ NO

IF YES, LIST DATES: \_\_\_\_\_

NOTE: IF YOU ARE RELATED TO A MAYOR/COUNCIL MEMBER WITHIN THE SECOND DEGREE, YOU ARE NOT ELIGIBLE FOR EMPLOYMENT.

ARE YOU RELATED TO A CURRENT MAYOR/COUNCIL MEMBER OR ANY OTHER PERSON CURRENTLY EMPLOYED BY THE CITY OF COEUR D'ALENE?  
\_\_\_\_ YES \_\_\_\_ NO

IF YES, INDICATE NAME AND RELATIONSHIP: \_\_\_\_\_

HAVE YOU BEEN CONVICTED OF, OR ARE YOU CURRENTLY CHARGED WITH, A FELONY CRIME (conviction is not an automatic bar from employment)? \_\_\_\_ YES \_\_\_\_ NO

IF YES, PLEASE EXPLAIN: \_\_\_\_\_

# EMPLOYMENT RECORD

BEGIN WITH YOUR MOST RECENT OR PRESENT JOB

**1. EMPLOYER:** \_\_\_\_\_ **PHONE #:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

STARTING DATE: \_\_\_\_\_ ENDING DATE: \_\_\_\_\_ WAGE: \_\_\_\_\_

DESCRIBE DUTIES: \_\_\_\_\_  
\_\_\_\_\_

MAY WE CONTACT THIS EMPLOYER? \_\_\_\_\_ YES \_\_\_\_\_ NO REASON FOR LEAVING? \_\_\_\_\_

**2. EMPLOYER:** \_\_\_\_\_ **PHONE #:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

STARTING DATE: \_\_\_\_\_ ENDING DATE: \_\_\_\_\_ WAGE: \_\_\_\_\_

DESCRIBE DUTIES: \_\_\_\_\_  
\_\_\_\_\_

MAY WE CONTACT THIS EMPLOYER? \_\_\_\_\_ YES \_\_\_\_\_ NO REASON FOR LEAVING? \_\_\_\_\_

**3. EMPLOYER:** \_\_\_\_\_ **PHONE #:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

STARTING DATE: \_\_\_\_\_ ENDING DATE: \_\_\_\_\_ WAGE: \_\_\_\_\_

DESCRIBE DUTIES: \_\_\_\_\_  
\_\_\_\_\_

MAY WE CONTACT THIS EMPLOYER? \_\_\_\_\_ YES \_\_\_\_\_ NO REASON FOR LEAVING? \_\_\_\_\_

*If you would like to request a reasonable accommodation for the recruitment process due to a disability, please provide a written request and submit with your City of Coeur d'Alene application.*

*I hereby certify that all information on this application is true and understand that erroneous information on this application may result in the removal of my name from consideration for employment or may result in termination of any employment. I understand that this information may be subject to verification.*

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Position applying for:** \_\_\_\_\_

**Date applying:** \_\_\_\_\_

**How did you hear about this position?** (check appropriate boxes):

City of Coeur d'Alene Website: [www.cdaid.org](http://www.cdaid.org)

City Employee

City Employment Announcement

City Hall Walk-In

Website Advertisement (please specify) \_\_\_\_\_

An Organization or Group (please specify) \_\_\_\_\_

Newspaper Advertisement : \_\_\_\_\_

Other means (specify): \_\_\_\_\_

### **Affirmative Action Data**

It is the policy of the City of Coeur d'Alene to provide equal opportunity in all terms, conditions, and privileges of employment for all qualified job applicants and employees. To help us comply with government record keeping, reporting, and other legal requirements, please complete the affirmative action data below. Providing the information is voluntary. This form will be detached from your job application and kept separate and confidential.

**Sex:**            Female                            Male

**Ethnic Categories:**

White

Black or African American

Hispanic

American Indian and Alaska Native

Asian

Native Hawaiian and Other Pacific Islander

Two or More Races

**Veteran:**        Are you a veteran of the U.S. military service?        Yes        No

**Disability Status:**                    Disabled                    Non-Disabled