

# CITY OF COEUR D'ALENE

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

## Human Resources Department

710 E. Mullan Avenue  
Coeur d'Alene, ID 83814  
(208) 769-2205

# EMPLOYMENT APPLICATION

Thank you for applying for employment with the City of Coeur d'Alene. Please answer all questions to the best of your ability. Exclude all information indicative of race, color, creed, sex, marital status, national origin, sensory, mental or physical disability (unless based upon a bona fide occupational qualification). We welcome resumes; however, still complete the Employment Record section and all other portions of this application form.

**POSITION APPLYING FOR:** \_\_\_\_\_  
NAME (LAST) \_\_\_\_\_ (FIRST) \_\_\_\_\_ (MI) \_\_\_\_\_  
HOME ADDRESS: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ Email \_\_\_\_\_

**EDUCATION AND TRAINING**  
HIGH SCHOOL 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

COLLEGES, VOCATIONAL/TECHNICAL SCHOOLS	CREDITS	CERTIFICATE OR DEGREE
_____	_____	_____
_____	_____	_____

**LICENSES AND CERTIFICATES (Including driver's license if required)**

DESCRIPTION	ISSUED BY	EXPIRATION DATE
_____	_____	_____
_____	_____	_____

**GENERAL INFORMATION**

SOCIAL SECURITY NO. : (optional before hire) \_\_\_\_\_ BIRTHDATE (Police/Fire Only): \_\_\_\_/\_\_\_\_/\_\_\_\_

CITIZENSHIP (Country) \_\_\_\_\_  
(Federal law requires anyone employed by the City to present proof of identity and proof of authorization to work in the United States. Most employees use a Social Security card and Driver's license or INS Employment Authorization.)

ARE YOU NOW OR HAVE YOU BEEN EMPLOYED BY THE CITY OF COEUR D'ALENE? \_\_\_\_Yes \_\_\_\_No  
If YES, provide dates of employment: \_\_\_\_\_

**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/COUNCILMEMBER OR ANY OTHER PERSON CURRENTLY EMPLOYED BY THE CITY OF COEUR D'ALENE? \_\_\_\_Yes \_\_\_\_No  
If YES, indicate name and relationship of relative: \_\_\_\_\_

CONVICTION: HAVE YOU BEEN CONVICTED OF A FELONY OR SERVED TIME IN PRISON? \_\_\_\_Yes \_\_\_\_No (Conviction is not an automatic bar to employment. Each case is considered separately.)  
IF YES, PROVIDE INFORMATION REGARDING DATE, CHARGE, PLACE, AND ACTION TAKEN.  
\_\_\_\_\_

U.S. MILITARY SERVICE:  
BRANCH: \_\_\_\_\_  
DATES OF SERVICE: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

**EMPLOYMENT RECORD:** Begin with current/most recent employment.

From: \_\_\_\_/\_\_\_\_/\_\_\_\_ Title: \_\_\_\_\_ Employer: \_\_\_\_\_  
Duties: \_\_\_\_\_ Address: \_\_\_\_\_  
To: \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_\_  
Supervisor's Name/Title: \_\_\_\_\_  
Salary: \_\_\_\_\_ per \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Hours per Week: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact this employer? \_\_\_\_\_  
# of employees supervised: \_\_\_\_\_

\*\*\*\*\*  
From: \_\_\_\_/\_\_\_\_/\_\_\_\_ Title: \_\_\_\_\_ Employer: \_\_\_\_\_  
Duties: \_\_\_\_\_ Address: \_\_\_\_\_  
To: \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_\_  
Supervisor's Name/Title: \_\_\_\_\_  
Salary: \_\_\_\_\_ per \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Hours per Week: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact this employer? \_\_\_\_\_  
# of employees supervised: \_\_\_\_\_

\*\*\*\*\*  
From: \_\_\_\_/\_\_\_\_/\_\_\_\_ Title: \_\_\_\_\_ Employer: \_\_\_\_\_  
Duties: \_\_\_\_\_ Address: \_\_\_\_\_  
To: \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_\_  
Supervisor's Name/Title: \_\_\_\_\_  
Salary: \_\_\_\_\_ per \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Hours per Week: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact this employer? \_\_\_\_\_  
# of employees supervised: \_\_\_\_\_

\*\*\*\*\*  
From: \_\_\_\_/\_\_\_\_/\_\_\_\_ Title: \_\_\_\_\_ Employer: \_\_\_\_\_  
Duties: \_\_\_\_\_ Address: \_\_\_\_\_  
To: \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_\_  
Supervisor's Name/Title: \_\_\_\_\_  
Salary: \_\_\_\_\_ per \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Hours per Week: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact this employer? \_\_\_\_\_  
# of employees supervised: \_\_\_\_\_

**Attach additional sheets if needed for additional qualifying employment.**

*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:** \_\_\_\_\_

*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.*

**City of Coeur d'Alene**  
**Application Supplement for Clerical/Secretarial Positions**

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_ **Middle Initial** \_\_\_\_\_

Date available for work: \_\_\_\_\_

I am interested in the following work (check one or more):

- |  |  |
|--|--|
| <input type="checkbox"/> Permanent Full-Time | <input type="checkbox"/> Temporary Full-Time |
| <input type="checkbox"/> Permanent Part-Time | <input type="checkbox"/> Temporary Part-Time |

Are you interested in any particular department(s)? If so, please list: \_\_\_\_\_

I am interested in the following job classifications (check one or more):

- |   |   |
|---|---|
| <input type="checkbox"/> Administrative Assistant             | <input type="checkbox"/> Administrative Support I |
| <input type="checkbox"/> Administrative Support II            | <input type="checkbox"/> Accounting Specialist    |
| <input type="checkbox"/> Cashier                              | <input type="checkbox"/> Executive Assistant      |
| <input type="checkbox"/> Legal Assistant                      | <input type="checkbox"/> Library Clerk            |
| <input type="checkbox"/> Receptionist                         | <input type="checkbox"/> Records Specialist       |
| <input type="checkbox"/> List Other Clerical Interests: _____ |   |

5. Mark the level of skill for the following areas:

- | Key boarding Skill                        | Word Processing Skill                   | Computer Terminal Skill                 |
|---|---|---|
| <input type="checkbox"/> Less than 30 wpm | <input type="checkbox"/> Never used     | <input type="checkbox"/> Never used     |
| <input type="checkbox"/> 30-38 wpm        | <input type="checkbox"/> Limited skills | <input type="checkbox"/> Limited skills |
| <input type="checkbox"/> 40-49 wpm        | <input type="checkbox"/> Average skills | <input type="checkbox"/> Proficient     |
| <input type="checkbox"/> 50-59 wpm        | <input type="checkbox"/> Highly skilled |   |
| <input type="checkbox"/> 60-69 wpm        |   |   |
| <input type="checkbox"/> 70 wpm or more   |   |   |

6. Check other skills:

- |   |   |
|---|---|
| <input type="checkbox"/> Electronic cash register | <input type="checkbox"/> 10-key adding machine/calculator |
| <input type="checkbox"/> PBX/multi-line telephone | <input type="checkbox"/> Dictaphone                       |
| <input type="checkbox"/> 10-key                   |   |

7. Describe your experience with personal computers and various computer programs. \_\_\_\_\_

8. Are there any other experiences, skills, or qualifications which you feel would especially fit you for work with our organization? \_\_\_\_\_

I hereby certify that all the information I have given on this supplemental application is true and complete to the best of my knowledge and contains no willful misrepresentations or falsifications.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**LIST JOB POSITION YOU APPLIED FOR:** \_\_\_\_\_

I learned about this job opening through (check appropriate boxes):

- City Employee  
 Friend/Relative  
 City Employment Announcement  
 City Hall Walk-In  
 City of Coeur d'Alene Website: www.cdavid.org  
 Other Website (please specify) \_\_\_\_\_  
 An Organization or Group (please specify) \_\_\_\_\_  
 Newspaper Advertisement (please circle):    Coeur d'Alene Press                      Spokesman Review  
 Other Newspaper (specify name of newspaper): \_\_\_\_\_  
 Other Advertisement (specify publication): \_\_\_\_\_  
 Unsolicited mailing  
  
 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 without regard to race, color, national origin, sex, age, marital status, veteran status, or the presence of any sensory, mental or physical disability. To help us comply with government record keeping, reporting, and other legal requirements, please complete the affirmative action data below. **PROVIDING THIS INFORMATION IS VOLUNTARY AND WILL BE KEPT IN A CONFIDENTIAL FILE SEPARATE FROM THE APPLICATION FORM.**

ETHNIC CATEGORY (Choose only one):

- WHITE (not of Hispanic origin)  
            AFRICAN-AMERICAN (not of Hispanic origin)  
            HISPANIC  
            ASIAN OR PACIFIC ISLANDER  
            NATIVE AMERICAN OR ALASKAN NATIVE

SEX:         Male         Female

AGE: Are you 40 years of age or older?         Yes         No

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

DISABILITY: Are you disabled?         Yes         No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_