



City of Aberdeen

Application for Employment

123 South Lincoln Street
Aberdeen, SD 57401
605-626-7013
hr@aberndeen.sd.us
www.aberndeen.sd.us

Applications must be postmarked by closing date of Job Posting
NOTE: Resumes will not be accepted in lieu of completion of any part of this application

Title of position(s) applying for:

How did you hear about this position?

- ☐ City Website/Notification ☐ Online Job Board (Please list which one) _____
- ☐ Job Fair or Recruiting Event ☐ Social Media (Please list which one) _____
- ☐ Employee Referral (Please list the employee's name) _____
- ☐ Other _____

Name: Last _____ First _____ MI _____

Street Address _____

City _____ State _____ Zip _____

E-mail Address _____

Home phone number _____ Cell phone number _____

Have you ever attended school or been employed under any other name than the one used above?

☐ Yes ☐ No Name _____

Do you claim veteran's preference? ☐ Yes ☐ No If yes, attach a copy of DD214 (separation papers).

Are you legally eligible for employment in the United States? ☐ Yes ☐ No ***Proof will be required upon hire.**

Will you now or in the future require employment sponsorship? ☐ Yes ☐ No

Are you able to perform the essential duties and responsibilities of the position with or without reasonable accommodation?
☐ Yes ☐ No

When could you begin employment? Date: _____ After _____ working days notice to present employer.

Have you ever been employed by the City of Aberdeen? ☐ Yes ☐ No

If yes, when and in what position? _____

Are you over 18 years of age? ☐ Yes ☐ No
Are you over 21 years of age? ☐ Yes ☐ No

List names, addresses and phone numbers of three references:

Be as thorough as possible in describing your education and work experience. Vague or incomplete answers will not be interpreted in your favor. If you need more space, attach additional sheets or use the blank area on the back page.

EDUCATION AND TRAINING

Do you possess a high school diploma or GED? ☐ Yes ☐ No

High School Name/City/State _____

List formal education beginning with the most recent. Include college, vocational or business school, apprenticeships, military training, etc,

Name and Address of Post-Secondary School _____

Major _____ Minor _____

Did you graduate? ☐ Yes ☐ No Type of degree _____

Name and Address of Post-Secondary School _____

Major _____ Minor _____

Did you graduate? ☐ Yes ☐ No Type of degree _____

Use this space to identify any other educational experience you have had which is pertinent to this position. Include workshops, seminars, military or vocation training, etc. that are not listed above. Indicate time involved (hours per week, number of weeks, number of credits, etc.).

List below any violations for which you were convicted in a court of law. **Convictions will not necessarily disqualify you from employment with the City of Aberdeen. The decision will be based on a number of factors such as the duties of the job for which you are being considered, the seriousness of the offense of which you were convicted, your age at the time of the offense, rehabilitation efforts, the recency of the offense, etc. Please be complete. All information is subject to verification.**

Offense	Place	Date	Disposition (Sentence)
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Do you possess a valid driver's license?

☐ Yes

☐ No

Do you possess a commercial driver's License?

☐ Yes

☐ No

Class _____ License # _____ State _____ Expiration Date _____

List motorized equipment you can operate _____

List occupational licenses/certifications in field of work. _____

List office equipment you can operate. _____

WORK HISTORY

Begin with your current or most recent position and work backward. List each promotion as a separate job. Include paid and verifiable non-paid experience, including military service. Be as accurate and complete as possible, especially in describing the duties of each position. If you need more space attach additional sheets using the same format.

Current or most recent position: If you need more space, attach additional sheets.

Dates of employment: From _____ to _____ Total Years/Months _____

Job Title _____ Starting salary _____ Ending Salary _____

Employer _____ Phone _____

Employer's address _____ City/State/Zip _____

Supervisor's name and title _____

Number of employees you supervised _____ Average hours worked per week _____

Reason for leaving _____

Complete description of duties _____

May we contact this employer? ☐ Yes ☐ No

Next previous position:

Dates of employment: From _____ to _____ Total Years/Months _____

Job Title _____ Starting salary _____ Ending Salary _____

Employer _____ Phone _____

Employer's address _____ City/State/Zip _____

Supervisor's name and title _____

Number of employees you supervised _____ Average hours worked per week _____

Reason for leaving _____

Complete description of duties _____

May we contact this employer? ☐ Yes ☐ No

Next previous position:

Dates of employment: From _____ to _____ Total Years/Months _____

Job Title _____ Starting salary _____ Ending Salary _____

Employer _____ Phone _____

Employer's address _____ City/State/Zip _____

Supervisor's name and title _____

Number of employees you supervised _____ Average hours worked per week _____

Reason for leaving _____

Complete description of duties _____

May we contact this employer? ☐ Yes ☐ No

Next previous position:

Dates of employment: From _____ to _____ Total Years/Months _____

Job Title _____ Starting salary _____ Ending Salary _____

Employer _____ Phone _____

Employer's address _____ City/State/Zip _____

Supervisor's name and title _____

Number of employees you supervised _____ Average hours worked per week _____

Reason for leaving _____

Complete description of duties _____

May we contact this employer? ☐ Yes ☐ No

DRUG-FREE WORKPLACE ACT COMPLIANCE: The City of Aberdeen complies with the Drug-Free Workplace Act. As a condition of your employment, you will be asked to participate in drug screening. If you refuse such screening or test positive (evidence of drug usage) you will not be offered employment or such offer will be withdrawn.

AMERICANS WITH DISABILITIES ACT COMPLIANCE: The City of Aberdeen fully subscribes to the provisions of the American With Disabilities Act and will attempt in its employment process to make any reasonable accommodations necessary to assist qualified persons with disabilities.

EEO/DISCRIMINATION: The City of Aberdeen is an equal opportunity employer and will provide equal opportunity to all employees and applicants.

Applicant Disclosure and Authorization

I certify that the information provided in this application and in any accompanying materials is true and complete to the best of my knowledge. I understand that any false, incomplete, or misleading information may result in removal from consideration for employment or, if employed, disciplinary action up to and including termination.

I authorize the City to investigate and verify all statements contained in this application and to contact my previous employers, educational institutions, and references for purposes of evaluating my qualifications for employment, consistent with applicable law.

I understand that submission of this application does not guarantee employment and does not create a contract of employment. If employed, I understand that my employment will be subject to applicable City policies, procedures, and collective bargaining agreements, where applicable.

I understand that employment may be contingent upon successful completion of background checks, driving record checks, reference checks, pre-employment testing, or post-offer medical examinations, if required for the position and permitted by law.

By signing below, I acknowledge that I have read and understand this disclosure and authorization.

Sign here _____ Date _____