

****Employment applications are only accepted for open and advertised positions. If the job is not posted under "Employment Opportunities" on our website, we will not accept your application.****

WWW.FAIRMONTWV.GOV

200 JACKSON ST. - 3RD FLOOR
304-366-6211



APPLICATION FOR EMPLOYMENT

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodations to the application and/or interview process should notify a representative of the City of Fairmont Human Resources Department.

POSITION

Position you are applying for: _____

Type of employment desired:

Full time

Part time

Seasonal

PERSONAL INFORMATION

Name: _____

Daytime Phone: _____

Address: _____

City: _____

State: _____

Zip: _____

Email Address: _____

Referral source (how did you hear about the position?):

fairmontwv.gov

Newspaper

Friend

Other

Social Media

Online Job Service

City of Fairmont Employee

If you are under 18, can you furnish a work permit?

Yes

No

Not Applicable

Have you ever been employed by the City of Fairmont?

Yes

No

If yes, please give dates and last position: _____

Are you legally eligible for employment in the United States?

Yes

No

Do you possess a valid driver's license?

Yes

No

DL # _____

State _____

Expiration: _____

Is your license a valid Commercial Driver's License (CDL)?

Yes

No

Answering "yes" to either part of the following questions does not constitute an automatic bar to employment. Factors such as date of offense, seriousness and nature of violation, rehabilitation and position applied for will be considered.

Have you been convicted of a DUI within the last 10 years?

Yes

No

If yes, please provide date(s) and location: _____

Have you ever pled "guilty" or "no contest" to, or been arrested or convicted of a crime?

Yes

No

If yes, please provide date(s) and details: _____

The next question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary.

These issues may be addressed at a later stage to the extent permitted by law.

Are you able to perform the functions of the job for which you are applying (with or without reasonable accommodation)?

Yes

No

Need more information about the job

EMPLOYMENT HISTORY

Starting with your **MOST RECENT** employer, please provide the following information:

Employer (1): _____ From: _____ To: _____

Address: _____

Phone number: _____

Last job title: _____

Immediate supervisor and title: _____

Job duties: _____

Why did you leave?: _____

May we contact for reference? Yes No Later

Employer (2): _____ From: _____ To: _____

Address: _____

Phone number: _____

Last job title: _____

Immediate supervisor and title: _____

Job duties: _____

Why did you leave?: _____

May we contact for reference? Yes No Later

Employer (3): _____ From: _____ To: _____

Address: _____

Phone number: _____

Last job title: _____

Immediate supervisor and title: _____

Job duties: _____

Why did you leave?: _____

May we contact for reference? Yes No Later

MILITARY SERVICE

Did you serve in the U.S. Military? Yes No

Branch of Service _____ From _____ To _____

Rank and type of service _____

EDUCATION/TRAINING

Type	Name	Yrs. Completed	Field of Study/Major	Diploma/Type of Degree
High School				
College/University				
Business/Technical				
Other				

COMPUTER SKILLS

Word Processing ___ years Presentation ___ years Other (please list) _____

Spreadsheet ___ years Email ___ years _____

ADDITIONAL SKILLS AND QUALIFICATIONS

Summarize any special training, skills, licenses, and/or certificates that may assist you in performing the position for which you are applying: _____

REFERENCES

Please list business/work references not related to you and are not previous supervisors. If not applicable, list three school or personal references that are not related to you.

Name	Title	Company	Phone or Email

THE CITY OF FAIRMONT IS AN EQUAL OPPORTUNITY EMPLOYER

The City of Fairmont does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of their sex, race, color, religion, national origin, genetic information, citizenship, age, disability, or any other protected status under applicable federal, state, or local law.

The City of Fairmont likewise does not tolerate harassment based on sex, race, color, religion, national origin, genetic information, citizenship, age, disability, or any other protected status. The City of Fairmont takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

NOTICE TO APPLICANTS

Applicants are welcome to submit a resume; however, a City of Fairmont (COF) Employment Application must also be completed for the applicant to be considered for employment. There is no guarantee of a job offer or interview in completing a COF Employment Application. Your application will be considered with others who have submitted an application and decisions about interviews will be based on this comparison.

The City of Fairmont requires all individuals being offered full-time or part-time employment to submit to a physical examination, drug/alcohol screening, criminal background, and driver’s license check. Satisfactory completion of the physical examination, negative results of the drug/alcohol screening, criminal background check, and driver’s license check will allow the applicant to fill the position which has been offered. Physical findings which may limit your ability to perform the essential duties of the position, unacceptable criminal background/driver’s license check, or positive results of the drug/alcohol screening may result in a retraction of the employment offer. The COF maintains a “Drug Free Workplace”. In order for your test and examination results to be released to the City for our review and your potential employment, it will be necessary for you to sign a HIPAA compliant release at the examination facility authorizing the COF to obtain this information. Failure to (1) sign a HIPAA compliant release authorizing the City to review your personal health information as it relates to post offer/pre-employment physical and drug/alcohol screening, (2) failure to submit to a physical examination, (3) failure to submit to a drug/alcohol screening, and (4) failure to allow a criminal background and driver’s license check will result in forfeiture of your position with the City of Fairmont and any employment offer will be retracted.

APPLICANT STATEMENT

I certify that all of the information I have provided in order to apply for and secure work with the City of Fairmont is true, complete and accurate. I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions, and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information in a lawful manner in the employment process, and all other persons, corporations or organizations for furnishing such information about me. I understand that the City of Fairmont does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the City of Fairmont reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the City of Fairmont is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the City Manager for the City of Fairmont.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect will be sufficient cause to (a) eliminate me from further consideration for employment, or (b) may result in my immediate discharge from the employer’s service, whenever it is discovered.

I further understand that I may be subject to the following checks: (1) employment reference check, (2) criminal background check, (3) credit history check, (4) physical, drug and alcohol screening, (5) fingerprint check, and (6) driver’s history check.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Applicant (print) _____

Applicant (signature) _____

Date _____