

# Application for Employment

CITY OF YANKTON

P. O. BOX 176

YANKTON, SD 57078

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Qualified applications are considered for all open positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job related medical condition or disability, or any other legally protected status.

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All applications must be postmarked within 24 hours after the published closing date.

Date of Application \_\_\_\_\_

Position(s) applying for \_\_\_\_\_

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Name \_\_\_\_\_

Last

First

Middle

Address \_\_\_\_\_

Street

City

State

ZIP Code

Phone (\_\_\_\_\_) \_\_\_\_\_

Area Code

Social Security No. \_\_\_\_\_

Have you ever filed an application here before?  Yes  No Date \_\_\_\_\_

Have you ever been employed here before?  Yes  No Date \_\_\_\_\_

Are you currently employed?  Yes  No

May we contact your current or most recent employer regarding your qualifications?  Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?  
 Yes  No (Proof of citizenship or immigration status is required upon employment)

On what date would you be available for work? \_\_\_\_\_

Are you available to work:  Full Time  Part Time  Shift Work  Temporary

Are you currently on lay-off status and subject to recall?  Yes  No

Have you been convicted of a felony within the last seven years?  Yes  No

If yes, explain. \_\_\_\_\_

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Do you claim veteran's preference?  Yes  No

If Yes, attach a copy of DD214 (separation papers). If claiming service connected disability, attach verification from the Department of Veteran's Affairs showing percent of disability.

If the position for which you are applying requires a valid South Dakota drivers license, do you possess one? (Please refer to position announcement.)  Yes  No If No, can you obtain one?  Yes  No

If the position for which you are applying requires a valid South Dakota commercial drivers license, do you possess one? (Please refer to position announcement.)  Yes  No

If No, can you obtain one?  Yes  No

# Employment Experience

List each job held. Start with your Present or Last Job. Include military service assignments and volunteer activities. (You may exclude groups which indicate race, color, sex, national origin, disability, or other protected status.) *If you need additional space, please continue on a separate sheet of paper.*

<b>1</b>	Employer		Dates		Work Performed
			From	To	
	Address				
	Telephone No.		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				

  

<b>2</b>	Employer		Dates		Work Performed
	Address				
	Telephone No.		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				

  

<b>3</b>	Employer		Dates		Work Performed
			From	To	
	Address				
	Telephone No.		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				

  

<b>4</b>	Employer		Dates		Work Performed
	Address				
	Telephone No.		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				

Summarize special job related skills and qualifications acquired from employment or other experience:

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# Education

	High School	College/University	Graduate/Professional
School Name:			
Years Completed:	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree:	None Diploma GED		
Describe Course of Study:			
Describe Specialized Training, Apprenticeship, Skills, and Extra-Curricular Activities:			

List professional, trade, business or civic activities and offices held. (You may exclude groups which indicate race, color, religion, sex, national origin, age, ancestry, handicap, or other protected status.)

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## REFERENCES:

Give name, address and phone number of three personal references not related to you.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

State any additional information you feel may be helpful to us in considering your application.

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## AGREEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision, and I release the City of Yankton and its representatives and all persons, companies, and corporations supplying such information from any liability which might result from making such investigation.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the City.

I understand this application is not a contract of employment. In the event of employment, I understand I will be subject to a six month probationary employment period where my employment is terminable at will so that both the City of Yankton and I remain free to choose to end our working relationship.

I understand that if I am selected for employment with the City of Yankton that I must establish and maintain residency within ten miles of the corporate limits of the City of Yankton at all times during my employment with the City. If residency is not already established, I must establish said residency within 120 days of my employment or face termination or resignation. (Please refer to map in City Manager's office for exact limits.)

Signature of Applicant

Date

