

CITY OF VOLGA, SOUTH DAKOTA
226 Kasan Avenue, PO Box 217
Volga, South Dakota 57071-0217

APPLICATION FOR EMPLOYMENT

INSTRUCTIONS: All job applicants must complete the following form before being employed. Please print in ink or type all answers. Photocopies are acceptable. You are welcome to attach a resume.

“Equal Opportunity Employer”

It is the policy of the City of Volga to affirmatively recruit, hire, train and promote the most qualified persons into all job levels without regard to race, color, religion, national origin, sex, or disability, and to recruit for disabled veterans, and veterans of the Vietnam Era.

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

I understand that nothing in this application is intended to imply or create an employment relationship or contract for employment. I further understand that, if hired, my employment is at-will and can be terminated at any time, with without notice, for any reason. I also understand that, while personnel policies, programs, and procedures may change from time to time, such at-will status is not subject to change without a written agreement signed by an authorized representative of the City of Volga.

PERSONAL

PLEASE PRINT

Position Applied For: _____ Date: _____

NAME:

Last First MI Soc. Sec. Number

Current Street Address City State + ZIP

Phone: Home () _____ Work () _____ Cell () _____

Are you legally authorized to work in the United States? Yes ____ No ____

If the position requires driving, do you have a valid driver's license? Yes ____ No ____

If yes, please list your driver's license number. State: _____ Number: _____

If the position requires a commercial driver's license, do you have a commercial driver's license?

Yes ____ No ____ Class: A B C Endorsements: _____

In accordance with the Federal Department of Transportation and the policy of the City of Volga, the City of Volga conducts urine drug screening for pre-employment and at prescribed times for safety-sensitive positions. If you refuse testing or test positive (evidence of drug usage), your offer of employment will be withdrawn. The City of Volga also complies with the Drug-Free Workplace Act of 1988 in the City's employment practices and policies.

If you wish to claim veterans' preference, please attach DD Form 214 or other suitable evidence of service during qualifying periods.

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EDUCATION/TRAINING

Do you have a high school diploma or GED? Yes _____ No _____

Please circle highest year of education completed: 8 9 10 11 12 13 14 15 16 17 18

Please list high school, college or vocational institution attended: first to last attended.

Name/Address	Major	Degree Received
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please list any other training that may be applicable to your skills and abilities as a job applicant.

Please check any equipment or machinery you are trained and qualified to operate.

_____ Mainframe Computer _____ Personal Computer
Software Used: Please specify. _____
_____ Typewriter _____ Calculator _____ Dictating equipment
_____ Power Tools, Vehicles, Trucks, Heavy Equipment: Please specify. _____
_____ Other _____

Please list any special skills you may have that may be applicable to your consideration as a job applicant.

