

Title or Position for which you are applying	Date of application	
Last Name	First Name	M



TOWN OF TUSAYAN APPLICATION FOR EMPLOYMENT

INSTRUCTIONS

General:

1. **Applications are only accepted for current job openings.** The original application and any supportive materials must be received by the closing date of recruitment. Answer all questions completely and in detail.
2. Incomplete or improperly completed applications will result in the application being rejected. Additional information may not be accepted after the close of the filing period.
3. Submit the application and any additional supplements to **Town of Tusayan, 845 Mustang Drive, PO Box 709, Tusayan, Arizona 86023. Applications are accepted via e-mail in pdf format with original signature to tusyanasst@gmail.com.**
4. A resume, letters of recommendation, and the like may be submitted with the application. Your application and all attachments become the property of the Town of Tusayan and will not be returned.

Employment:

1. Show complete experience for each position beginning with your present or last position (including military experience) for the last ten (10) years. **Do not state, "See Resume."**
2. **A resume may be attached but will not be accepted in lieu of completing the entire application.**
3. **Use a separate sheet for continuation if necessary, following the same format as the employment record on the application.**
4. **Complete a separate application for each open job that you wish to apply for.** Write the exact job title as specified on the job application form.

Driving and Criminal Conviction Records:

1. It is of great importance that there is full disclosure on the question of criminal convictions. A criminal conviction will not necessarily disqualify you from consideration. The relationship of the conviction to the position, as well as the nature and severity, the passage of time, and subsequent job history/performance will all be considered.

Important Notice To Applicants:

All applicants offered employment with the Town of Tusayan are required to undergo a criminal background check conducted by the Arizona Department of Public Safety and the Federal Bureau of Investigation. Fingerprints will be obtained and submitted to be used to conduct the criminal background check.

Be advised that you may obtain a copy of your criminal background check. Procedures for obtaining a copy of the FBI criminal history records are set forth in Title 28, Code of Federal Regulations (CFR), Section 16.30 through 16.34 or go to the FBI website at <https://www.fbi.gov/services/cjis/identity-history-summary-checks>. To obtain a copy of an Arizona criminal history record, you may contact the Department of Public Safety Criminal History Records Unit at (602) 223-2222. This will check the Arizona criminal history only. Note that any copy you obtain from the DPS or FBI is for your information only and is not accepted as the background check by the Town.

Be further advised that you have the right to correct information on your criminal background check. Procedures for obtaining a change, correction, or update of FBI criminal history records are set forth in Title 28, Code of Federal Regulations (CFR), Section 16.34, or go to the FBI website at <https://www.fbi.gov/services/cjis/identity-history-summary-checks>. To obtain a fingerprint card and a Review and Challenge Packet from the Arizona Department of Public Safety, you may contact the DPS Criminal History Records Unit at (602) 223-2222 to obtain a Review and Challenge packet. The DPS provides the packet pursuant to R13-1-08 of the Arizona Administrative Code. Time allowed for the applicant to correct state and federal criminal history is thirty (30) days from date of discovery and prior to employment start date.

The FBI Noncriminal Justice Applicant's Privacy Rights are available at the FBI website at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> or by calling (304) 625-5590. The Agency Privacy Requirements for Noncriminal Justice Applicants are available at the FBI website at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> or by calling (304) 625-5590.



Town of Tusayan Employment Application

Personal Information

Last Name		First Name		Middle Int.	Today's Date
Other name(s) under which you have been employed or attended school					
Home phone number		Business phone number		Cell phone number	
Preferred number to be contacted		Are you 18 years of age or older?		Yes	No
Email address					
Current mailing address			City / Town	State	Zip
Permanent mailing address (if different from above)					
Position applied for			Type of employment desired		
Date available for employment		Are you authorized to work in this country on an unrestricted basis?		Yes	No
Have you previously been employed by the Town of Tusayan?		Yes	No		
If you have been previously employed by the Town of Tusayan, please provide:					
Dates of Service		Position Held		Town Department	
Are you related to any Town of Tusayan employee or elected official		Yes	No		
If Yes, indicate who, relationship, and their position:					

Education

High School	Town	State	Graduate?	Major	Degree
			Yes No		
Technical/Vocational School					
			Yes No		
College or University					
			Yes No		
Graduate School					
			Yes No		

List your professional studies, licenses/certifications, memberships, designations or other activities related to this job that you feel we should know about when considering your application. Do not include any information which would indicate race, color, national origin, religion, sex, or disability status.

Languages Other Than English					
	Read?		Speak?		Write?
	Yes	No	Yes	No	Yes No

Computer Language/Tools

Please indicate software on which you have training or experience:

Driving and Criminal Conviction Records**Driving Record**

Your driving record will be considered when driving for the Town is a requirement of your position.

Current drivers' license number	Class	State
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Criminal Convictions

Have you ever been convicted of a misdemeanor or felony (other than minor/civil traffic offense), placed on probation, fined or given a suspended sentence (including military trial convictions and including convictions expunged or set aside)? Note that reckless operation, hit-and-run, D.U.I., excessive speeding, and similar charges are NOT considered minor traffic offenses.

Yes No

IMPORTANT NOTE: The Town of Tusayan conducts post-offer criminal background checks which includes both the Arizona DPS and the national FBI databases. Full disclosure on this question is of great importance. A criminal conviction will not necessarily disqualify you from Town employment. The relationship of the conviction to the position, as well as the nature and severity of the conviction, the passage of time, and subsequent job history/performance will all be considered.

If you answered yes to the question above, please give details below (attached additional page if necessary)

Date of Conviction	Court Location	Nature of conviction

Employment History (provide at least 10 years of history)

Current Or Last Employer		May we contact this employer?		Yes	No
Name of employer	Business phone	Hire date	Termination date		
Town	State				
Supervisor name	Supervisor title	Supervisor phone			
Starting position title	Starting position pay	Current/last position title	Current/ending pay		
Reason for leaving:					
Describe position duties:					
Former Employers					
2) Name of employer	Business phone	Hire date	Termination date		
Town	State				
Supervisor name	Supervisor title	Supervisor phone			
Starting position title	Starting position pay	Ending position title	Ending position pay		
Reason for leaving:					

Describe position duties:

Former Employers

3) Name of employer		Business phone	Hire date	Termination date
Town		State		
Supervisor name		Supervisor title	Supervisor phone	
Starting position title	Starting position pay	Ending position title	Ending position pay	

Reason for leaving:

Describe position duties:

Former Employers

4) Name of employer		Business phone	Hire date	Termination date
Town		State		
Supervisor name		Supervisor title	Supervisor phone	
Starting position title	Starting position pay	Ending position title	Ending position pay	

Reason for leaving:

Describe position duties:

Applicant's Certification and Agreement

I certify that the information provided in this Employment Application is true and complete. I understand that if I am employed, material omissions, false or misleading statements on this application shall be sufficient grounds for disqualification from consideration or dismissal from employment. I understand and agree that no employee or director has the authority to promise me employment for any specified period of time. I understand that any employment will be governed by the policies and procedures of the Town in effect at that time. I further understand that candidates for employment in specifically designated classifications are required to submit to and pass a drug test as a condition of employment, and that the Town of Tusayan complies with the Legal Arizona Workers Act and participates in the Employment Eligibility Verification process through the Social Security Administration and Department of Homeland Security databases to establish eligibility for employment in the United States.

AUTHORIZATION FOR THE RELEASE OF INFORMATION

I hereby consent to and authorize the release of the following information, wherever situated, in connection with my application with the Town of Tusayan, Arizona.

- 1) All personnel and employment records including, but not limited to, military records, as well as the records of any disciplinary actions and related investigative reports, if any, which are contained therein.
- 2) All court records and criminal history records located in any local, state or federal court or maintained in the files or electronic databases of any local, state or federal law-enforcement agency or information repository.
- 3) All motor vehicle and driver license records maintained in the files or electronic databases of any local, state or federal motor vehicle or driver licensing agency.

WAIVER OF CLAIMS

In consideration of the benefits I may realize from my application for employment with the Town of Tusayan, I hereby agree to indemnify, hold harmless, release and forever discharge the Town of Tusayan, its employees, contractors and agents together with any person whomsoever who receives, releases or otherwise provides or communicates information about me pursuant to this authorization from all claims, actions, suits, legal proceedings and liability of any nature whatsoever, whether in law or equity arising from the release of such information or from its use.

Printed Name of Applicant _____ Date _____

Applicant Signature: _____



Town of Tusayan

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P.O. Box 709
Tusayan, Arizona 86023
www.Tusayan-az.gov
General Number: (928) 638-9909