



**City of Lewiston**  
**Human Resources**  
**1134 F Street, PO Box 617**  
**Lewiston, ID 83501**  
**FAX: 208-298-0925**

Date \_\_\_\_\_

**Instructions:** Please do not contact HR for the status of your application. Fill out the application completely—including salary, special skills, and breaks in employment. A resume DOES NOT replace the requirement to complete the “work performed section.” Applications are considered for open (vacant) positions only and are not maintained for future positions; therefore a separate application is required for each position. Applications must be received by HR no later than 5:00 pm on the closing date at which time applications will be screened. Completed applications must be returned to the front lobby of City Hall, mailed to the address above, or faxed to: 208-298-0925.

## SECTION I – EMPLOYMENT

Position applying for \_\_\_\_\_

Full-time    Part-time    Seasonal

Earliest date you can start? \_\_\_\_\_

Have you ever worked here before?    Yes    No

If yes, when? \_\_\_\_\_ Department \_\_\_\_\_

May we inquire of your present or most recent employer?    Yes    No

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## SECTION II – PERSONAL INFORMATION

Name \_\_\_\_\_  
                        First                                      Middle Initial                                      Last

Complete Address \_\_\_\_\_  
                                Number /Street / Apt                                      City                                      ST                                      ZIP

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Do you have a valid driver's license (required for driving City vehicles)?    Yes    No

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_

Email address \_\_\_\_\_ (Remains confidential and is not shared.)

Are you legally eligible for employment in the United States?    Yes    No

City Policy has some restrictions regarding employment of relatives. Do you have any relatives who work for the City?  
 Yes    No   If yes, who, and in what position? \_\_\_\_\_

Have you ever been convicted of or entered a plea of guilty or no contest to any felony **OR** been convicted of **OR** entered a plea of guilty or no contest to a misdemeanor involving illegal drugs, driving under the influence of alcohol, battery, domestic battery or domestic assault? **Failure to provide this information will result in not being considered.**

Yes    No

If yes, specific charges and year are required.

Highest Level of Education Completed    GED    High School    Some College    Associate's Degree

Bachelor's Degree    Other   Major Field of Study \_\_\_\_\_

## SECTION III – EMPLOYMENT HISTORY

**Explain any gaps in employment in excess of 4 months using the "comments" section, at the bottom of this page.** List your employment history, beginning with your most recent or present position.

1. Employer \_\_\_\_\_ Telephone \_\_\_\_\_  
City \_\_\_\_\_ Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Start date \_\_\_\_\_ End Date \_\_\_\_\_ Monthly Salary \_\_\_\_\_  
Describe work and skills involved \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving \_\_\_\_\_

2. Employer \_\_\_\_\_ Telephone \_\_\_\_\_  
City \_\_\_\_\_ Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Start date \_\_\_\_\_ End Date \_\_\_\_\_ Monthly Salary \_\_\_\_\_  
Describe work and skills involved \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving \_\_\_\_\_

3. Employer \_\_\_\_\_ Telephone \_\_\_\_\_  
City \_\_\_\_\_ Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Start date \_\_\_\_\_ End Date \_\_\_\_\_ Monthly Salary \_\_\_\_\_  
Describe work and skills involved \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving \_\_\_\_\_

**Additional work History may be included by attaching a separate page or resume. Letters of reference and a cover letter may be included in your application. Please do not attach transcripts, course certificates or veterans' paperwork unless requested in the job advertisement.**

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Summarize any **specific** skills, licenses, software or certifications you may have which relate to the position for which you have applied. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments (include breaks in employment) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Volunteer work: Please note any volunteer work or offices held that may compliment your paid work experience or relate to the position for which you have applied. (Exclude memberships which would reveal gender, race, religion etc.)

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### SECTION V – REFERENCES

Provide the names of three persons who can serve as a reference for you. They should be persons with whom you have worked or had a business or student/mentor relationship. **Do not list friends and family.**

	NAME	ADDRESS/PHONE	BUSINESS	RELATIONSHIP
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

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### AFFIRMATIVE ACTION STATEMENT

It is the policy of the City of Lewiston to provide equal opportunity in all terms, conditions and privileges of employment for all qualified job applicants and employees without regard to race, color, national origin, gender, age, marital status, veteran status, and sexual orientation.

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### ALCOHOL & SUBSTANCE ABUSE POLICY STATEMENT

Violations of the Alcohol and Substance Abuse Policy by personnel may result in termination or other disciplinary action. **As part of the pre-employment investigation, applicants will be required to participate in a drug screening test.**

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### VETERAN'S PREFERENCE

Per Idaho Code, Title 65, Chapter 5, and the City of Lewiston Personnel Policy Section 407, the City of Lewiston will afford a preference to employment of veterans. In the event of equal qualifications and experience between candidates for an available position, a veteran who qualifies will be preferred.

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"I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL. I VOLUNTARILY GIVE THE CITY OF LEWISTON THE RIGHT TO MAKE A THOROUGH INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES LISTED, MY PAST EMPLOYMENT AND ACTIVITIES INCLUDING BACKGROUND LOCAL AND STATE POLICE RECORD CHECKS. I AGREE TO COOPERATE IN SUCH INVESTIGATION, AND RELEASE FROM ALL LIABILITY OR RESPONSIBILITY ALL PERSONS, COMPANIES, CORPORATIONS AND LAW ENFORCEMENT AGENCIES SUPPLYING SUCH INFORMATION."

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Note to Applicant:** Applications are reviewed by the hiring department following the CLOSING DATE of the position. Interviews for full-time positions are typically scheduled within 2 weeks of the closing date. Follow-up letters are mailed to applicants for all full-time positions. Because of the quantity of applications received, **please respect our request to NOT contact HR for status of applications.**

Seasonal (summer) applications are routed through the hiring departments. If you meet the qualifications and have addressed the skills listed in the advertisement – you may be contacted by the department to discuss the position. Thank you for your interest in employment with the City of Lewiston.