

**TOWN OF BASALT, COLORADO**  
**101 MIDLAND AVENUE**  
**BASALT, CO 81621**  
**(970) 927-4701      Fax (970) 927-4703**

**APPLICATION FOR EMPLOYMENT**

**PLEASE READ THIS BEFORE FILLING OUT THE APPLICATION FORM.**

The Town of Basalt is an Equal Opportunity Employer. All applicants for all positions are considered without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job related medical condition or handicap, or any other legally protected status.

If applying for more than one job at the same time, you may use one application. Please list all the job titles for which you wish to be considered under "Position for which you are applying".

This application for is an important part of the employment process. Candidates for any position may be eliminated based on an evaluation of the application. Please complete this application in ink and as neatly as possible. Answer all questions to the best of your knowledge. You may provide as much detail as you wish by adding extra sheets of information, or a resume. False, incomplete or inaccurate information is cause for disqualification or discharge.

**GENERAL INFORMATION**

Position(s) for which you are applying: \_\_\_\_\_

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Last                      First                      Middle Initial

Present Address \_\_\_\_\_  
Number & Street                      City                      County                      State                      Zip

Prior Address (Complete only if you have lived at present address less than 5 years)

\_\_\_\_\_ Number & Street                      City                      County                      State                      Zip

Telephone Numbers (Home) (\_\_\_\_) \_\_\_\_\_ (Work or Message) (\_\_\_\_) \_\_\_\_\_

Have you been employed by the Town of Basalt before? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please list dates of employment with the Town \_\_\_\_\_

Are any of your relatives employed by the Town of Basalt? Yes \_\_\_\_\_ No \_\_\_\_\_  
If Yes, please specify \_\_\_\_\_

Do you object to work any of the following: (Please indicate by marking the line next to those days you object to working. Mark those spaces you would NOT work. Mark all that apply.)

Evenings \_\_\_\_\_ Shift Work \_\_\_\_\_ Weekends \_\_\_\_\_ Overtime \_\_\_\_\_ Holidays \_\_\_\_\_ Rotating Shift \_\_\_\_\_

When are you available to begin work? \_\_\_\_\_

Have you ever been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, please explain. \_\_\_\_\_  
\_\_\_\_\_

**EDUCATION**

Type of School	Name & Address of School	Years Attended From/To	Highest Year Completed	Degrees Received	List Diploma Degree or Area of Concentration
High School					
College					

Please describe any additional academic achievements, correspondence courses, activities or professional trade programs you have completed which you consider relevant to this application.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Licenses & Certifications**

Do you have a valid Colorado Driver's License? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, please complete the following: License No. \_\_\_\_\_ Class \_\_\_\_\_

Do you hold other valid licenses or certifications? Yes \_\_\_\_\_ No \_\_\_\_\_

(If required for job attach copies of certificates.)

License or Certificate: \_\_\_\_\_

Issued by \_\_\_\_\_

Level \_\_\_\_\_ Expiration \_\_\_\_\_

**Special Skills**

Check any of the following skills you posses or machines you are qualified to operate:

Clerical \_\_\_\_\_ Copier \_\_\_\_\_ Fax \_\_\_\_\_ Computer\* \_\_\_\_\_

\*if computer is marked, please list the software you have worked with: \_\_\_\_\_

\_\_\_\_\_

**Mechanical Skills** Plumbing \_\_\_\_\_ Painting \_\_\_\_\_ Forestry \_\_\_\_\_ Electrical \_\_\_\_\_  
Construction \_\_\_\_\_ Landscaping \_\_\_\_\_ Turf Maintenance \_\_\_\_\_ Horticulture \_\_\_\_\_  
Irrigation \_\_\_\_\_ Automotive \_\_\_\_\_ Carpentry \_\_\_\_\_  
Heavy Equipment Operation \_\_\_\_\_ (types of equipment: \_\_\_\_\_  
\_\_\_\_\_

**Other Skills** (i.e. Foreign Languages, Drafting, etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WORK HISTORY**

List below your work history, starting with your present or most recent position. Work backward through your job or work experiences. Attach additional sheets if necessary.

Present or Most Recent Employer: \_\_\_\_\_  
Dates of Employment: From (month/year) \_\_\_\_\_ to (month/year) \_\_\_\_\_  
Address of Employer - Street and Number \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Type of Business \_\_\_\_\_ Phone No. ( \_\_\_\_\_ ) \_\_\_\_\_  
Position/Title \_\_\_\_\_  
Name of Immediate Supervisor \_\_\_\_\_  
Description of Duties \_\_\_\_\_  
\_\_\_\_\_  
Last Salary \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

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Next Most Recent Employer: \_\_\_\_\_  
Dates of Employment: From (month/year) \_\_\_\_\_ to (month/year) \_\_\_\_\_  
Address of Employer - Street and Number \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Type of Business \_\_\_\_\_ Phone No. ( \_\_\_\_\_ ) \_\_\_\_\_  
Position/Title \_\_\_\_\_  
Name of Immediate Supervisor \_\_\_\_\_  
Description of Duties \_\_\_\_\_  
\_\_\_\_\_  
Last Salary \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

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Next Most Recent Employer: \_\_\_\_\_  
Dates of Employment: From (month/year) \_\_\_\_\_ to (month/year) \_\_\_\_\_  
Address of Employer - Street and Number \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Type of Business \_\_\_\_\_ Phone No. ( \_\_\_\_\_ ) \_\_\_\_\_  
Position/Title \_\_\_\_\_  
Name of Immediate Supervisor \_\_\_\_\_  
Description of Duties \_\_\_\_\_  
\_\_\_\_\_  
Last Salary \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

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**Other Employment** (Including Military Service, Volunteer Service, or other)

Name of Employer or Organization \_\_\_\_\_  
Address of Employer - Street and Number \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Type of Business/Service \_\_\_\_\_ Phone No. ( \_\_\_\_\_ ) \_\_\_\_\_  
Position/Title \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_  
Description of Duties \_\_\_\_\_  
\_\_\_\_\_

Name of Employer or Organization \_\_\_\_\_  
Address of Employer - Street and Number \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Type of Business/Service \_\_\_\_\_ Phone No. ( \_\_\_\_\_ ) \_\_\_\_\_  
Position/Title \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_  
Description of Duties \_\_\_\_\_  
\_\_\_\_\_

## REFERENCES

List three references (not relatives) such as former or present employers, fellow employees or school teachers; preferably those who have know you during the past five years. If retired, please state former occupation.

Name	Years Acquainted	Occupation	Complete Address & Phone Number

Occasionally the form of an application makes it difficult for an individual to adequately summarize their complete background. To further describe yourself and your experiences as they relate to the position(s) for which you are applying, use the space below to summarize any additional information that describes your qualifications.

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I have read and understand the application. I certify that to the best of my knowledge, the statements made in my application are true and complete. I understand that if I am employed by the Town of Basalt, false statements in this application could be sufficient cause for dismissal.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date