



Job Application
Town of Coal Creek
615 Main Street, Coal Creek, Colorado, 81221
719-784-6150

The Town of Coal Creek is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact a company employee.

Please fill out all the sections below:

Applicant Information:

Applicant Name: _____
Address: _____
City, State, and Zip Code: _____
Telephone Number: _____
Email Address: _____
Date of Application: _____

Employment Position

Position(s) applying for: (Underline or Circle) Administrative Assistant, Code Enforcement & Animal Control, Maintenance, Town Clerk

How did you hear about this position? _____

What days are you available to work: _____

On what date can you start working if you are hired? _____

Do you have reliable transportation to and from work or to run errands? Yes No

Personal Information

Have you ever applied to or worked for the Town of Coal Creek before? Yes No

If yes, when? _____

Are you 18 years of age or older? Yes No

Are you a U.S. Citizen or approved to work in the United States? Yes No

Will you consent to a mandatory controlled substance test? Yes No

Do you have any condition which would require job accommodations? Yes No

If yes, please describe accommodations required _____

Have you ever been convicted of a criminal offense (felony or misdemeanor)?

Yes No

If yes, please state the nature of the crime(s), when and where convicted and disposition of the case:

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

Job Skills/Qualifications

Please list below the skills and qualifications you possess for the position for which you are applying:

Are you proficient in basic computer skills? Yes No

If yes, please describe and additional information that may be helpful. _____

(Note: The Town of Coal Creek complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants /employees to preform essential functions.)

Do you have any condition which would require job accommodations?

If yes, please describe accommodations:

Education and Training

High School

Name	Location (City, State)	Year Graduated	Degree Earned

College/University

Name	Location (City, State)	Year Graduated	Degree Earned

Vocational School/Specialized Training

Name	Location (City, State)	Year Graduated	Degree Earned

Military:

Are you a member of the Armed Services? _____

What branch of the military did you enlist? _____

What was your military rank when discharged? _____

How many years did you serve in the military? _____

Previous Employment

Employer Name: _____

Job Title: _____

Supervisor Name: _____

Employer Address: _____

City, State, and Zip Code: _____

Employer Telephone : _____

Dates Employed: _____

Reason for Leaving: _____

Employer Name: _____

Job Title: _____

Supervisor Name: _____

Employer Address: _____

City, State, and Zip Code: _____
 Employer Telephone : _____
 Dates Employed: _____
 Reason for Leaving: _____

Employer Name: _____
 Job Title: _____
 Supervisor Name: _____
 Employer Address: _____
 City, State, and Zip Code: _____
 Employer Telephone : _____
 Dates Employed: _____
 Reason for Leaving: _____

References

Please Provide 1 personal and 2 professional references below:

Personal Reference	Contact Information
Professional References	Contact Information

AT-WILL EMPLOYMENT

The relationship between you and the Town of Coal Creek is referred to as “employment at will.” This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or by The Town of Coal Creek. No representative of the Town of Coal Creek has authority to enter into any agreement contrary to the foregoing “employment at will” relationship. You understand that your employment is “at will,” and that you acknowledge that no oral or written statements or representations regarding your employment can alter your at-will employment status, except for a written statement signed by you and at least, the majority of the Board of Trustees of The Town of Coal Creek.

Applicant Signature: _____ Dated: _____