



APPLICATION FOR POSTED JOB  
(For Current City Employees Only)

NAME \_\_\_\_\_ DATE \_\_\_\_\_

CURRENT POSITION & DEPARTMENT \_\_\_\_\_

YEARS WITH THE CITY \_\_\_\_\_ YEARS ON PRESENT JOB \_\_\_\_\_

SUPERVISOR \_\_\_\_\_ VETERAN'S PREFERENCE USED \_\_\_\_\_

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I hereby make application for the posted position of:

\_\_\_\_\_

Reason for wishing to transfer:

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

Qualifications for new position:

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

I may be contacted at: \_\_\_\_\_  
Telephone no. or Extension

**PLEASE READ CAREFULLY**  
**APPLICANT'S CERTIFICATION AND AGREEMENT**

**STATEMENT OF APPLICANT:-** I certify that all answers are true and correct to the best of my knowledge. I authorize investigation of all statements contained in this application.

The City is committed to a Drug-Free Workplace Program, and all applicants selected for safety-sensitive and other positions will be required to submit to screening for illegal drug use prior to appointment.

Pursuant to the City's Personnel Rules and Regulations, Department Heads have the right to select whoever they feel is the most suitable candidate for the position.

Completion and submission of this form **does not** guarantee you will be called for an interview for the position for which you are applying.

Applications must be turned in to Human Resources by 5:00 p.m. on the closing date of the posting to be considered.

**In accordance with The Americans with Disabilities Act of 1990, if you need any assistive device or special accommodation to compete for, or, if selected, please inform Human Resources.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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