

CITY OF PHOENIX, ARIZONA
MINI-APPLICATION/AMS DATA

135 North Second Avenue, Phoenix Arizona 85003-2018
(602) 262-6277 www.ci.phoenix.az.us/EMPLOY/empidx.html

AN EQUAL OPPORTUNITY / REASONABLE ACCOMMODATION EMPLOYER

PLEASE COMPLETE BOTH SIDES and RETURN with YOUR RESUME and COVER LETTER

Job Title For Which You Are Applying
CIVIC PLAZA SALES REPRESENTATIVE

Social Security Number

Recruitment I.D. (Personnel Department Use Only) 01-27120--	Date Received (Personnel Department Use Only)
Last Name (including suffix, e.g., Sr., Jr., II, etc.)	First Name
Street Number (including direction, e.g., 1234 N.)	Street Name
City	State and Zip Code
Area Code and Home Phone ()	Area Code, Daytime Phone, and Extension ()
May we contact you at your daytime phone? N - No Y - Yes	Are you a veteran of the U.S. military? N - No Y - Yes
Please indicate your education level. 01 - Less than high school 05 - Associate's degree 02 - High school diploma or GED 06 - Bachelor's degree 03 - Trade Certificate 07 - Master's degree 04 - Some college 08 - Doctorate	* <u>Ethnicity</u> A - Asian/Pacific Islander H - Hispanic B - Black/African American W - White I - Native American U - Other/Unknown
* <u>Gender</u> F - Female M - Male	* <u>Date of Birth</u> Month: Day: Year:
* <u>Disability/Handicap</u> Are you a disabled veteran and/or do you qualify for "handicap preference" under State of Arizona law? N - No Y - Yes	Please indicate the code that applies to you. C - Current City of Phoenix employee F - Former City of Phoenix employee N - Never been employed by the City of Phoenix
If you are a City of Phoenix employee, please enter your 5-digit department code (Example: G0000)	Do you have a current driver's license? N - No Y - Yes
Please indicate the type of drivers license you possess. 01 - Class D, Operator 02 - CDL with no endorsements 03 - CDL with endorsement(s)	If you have a CDL with endorsement(s), which endorsement(s) do you have? H - Hazardous materials T - Double/Triple Trailers X - Tank vehicle carrying hazardous materials N - Tank vehicle P - Bus/School bus

CIVIC PLAZA SALES REPRESENTATIVE - 01-27120--

Please PRINT last name first; first name

Can you communicate well in	How did you learn of this job opportunity?		
	1 - City Application Office	5 - O.I.C. ROMP	9 - Other: _____
	2 - City Job Line	6 - Other Community Agency	A - Internet
	3 - Job Announcement	7 - City Employee	B - AZ Republic
	4 - Newspaper/Magazine	8 - Job Fair	C - Employment Opportunities
			Weekly

*** The City of Phoenix uses ethnicity, gender, date of birth, and disability/handicap information for affirmative action purposes only, consistent with and pursuant to its obligations under Federal law.**

The City of Phoenix supports a drug-free workplace. An external applicant for a City of Phoenix job will be required to pass a pre-employment drug test after a job offer has been made. An applicant must successfully pass the drug test to be given further consideration for employment.

If you have disability and require reasonable accommodation in the application and/or testing process, please complete a *Reasonable Accommodation Request* form. Forms are available from, and should be returned to, the Application Office at the address above. This publication can be provided in an alternative format upon request. Call 602-495-5703 (voice). TTY/TDD 602-261-8687, or FAX 602-495-5498.

Applications and attachments become City of Phoenix property when placed in the drop box or received by the application office. Once submitted, no information can be added or modified, and copies cannot be made.

PLEASE READ THIS STATEMENT AND CAREFULLY REVIEW YOUR ENTIRE APPLICATION MATERIAL BEFORE SIGNING BELOW

Have you ever been convicted of a **misdemeanor** (other than a minor traffic violation) or a **felony** and/or placed on probation, fined or given a suspended sentence in court (include any convictions by military trial and any criminal charges for which you are awaiting trial)? Your fingerprints may, at some point, be sent to State and Federal agencies and all offers of employment or continued employment will be subject to satisfactory review of any criminal convictions. **PLEASE NOTE:** A full disclosure by you is to your advantage because your record does not constitute an automatic bar to employment. Factors such as, but not limited to, age at the time of offense(s) and recency of offense(s) as well as the relationship between the offense(s) and the job(s) for which you apply will be taken into account. However, failure to admit convictions will result in disqualification.

WRITE YES OR NO BELOW

_____ If Yes, please explain below.

I HEREBY CERTIFY THAT ALL THE STATEMENTS CONTAINED ON THIS APPLICATION AND ANY ATTACHMENTS ARE TRUE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT OMISSIONS OR MISSTATEMENTS MAY BE CAUSE FOR REJECTION OF THIS APPLICATION, REMOVAL OF MY NAME FROM THE ELIGIBLE LIST, OR DISCHARGE FROM CITY EMPLOYMENT. I ALSO UNDERSTAND IT IS MY RESPONSIBILITY TO KEEP THE PERSONNEL DEPARTMENT ADVISED OF ANY CHANGES TO MY ADDRESS OR TELEPHONE NUMBER(S). I AUTHORIZE THE CITY OF PHOENIX TO CHECK MY REFERENCES AND VERIFY THE INFORMATION I HAVE SUBMITTED.

SIGNATURE _____ **DATE** _____