

## EQUAL EMPLOYMENT OPPORTUNITY DATA

### Completion of this form is voluntary.

The City of Maumelle is an Equal Opportunity/Affirmative Action employer.

The City considers all applicants for all positions without regard to race, age, religion, national origin, color, creed, sex, veteran status, disability or any other legally protected status.

Submission of this information is voluntary and your refusal to provide it will not subject you to any adverse treatment and will not affect your employment with the City of Maumelle. The information obtained will be kept confidential and will not be part of your personnel file. The data will only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

Name (Optional) \_\_\_\_\_ Position applied for \_\_\_\_\_

Gender: Male \_\_\_\_\_ Female \_\_\_\_\_ Date of Birth \_\_\_\_\_

Race and ethnic designations as used by the Equal Employment Opportunity Commission do not denote scientific definitions of anthropological origins. Definitions of the race and ethnicity categories are as follows (check the category that best defines your race/ethnic designation):

\_\_\_ **African American or Black (Not of Hispanic origin)** - All persons having origins in any of the Black racial groups of Africa

\_\_\_ **American Indian or Alaska Native** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment

\_\_\_ **Asian** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

\_\_\_ **Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race

\_\_\_ **Native Hawaiian or Other Pacific Islander** - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands

\_\_\_ **White (Not of Hispanic origin)** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa

\_\_\_ **Two or More Races** - All persons who identify with more than one of the above six races.

# CITY OF MAUMELLE

## Application for Employment

City of Maumelle - Human Resources  
550 Edgewood Drive, Suite 590  
Maumelle, Arkansas 72113  
Office: (501) 851-2784 ext. 242  
Fax: (501) 803-4016

**Equal Employment Statement:** The City of Maumelle considers all applicants for employment without regard to race, age, religion, national origin, color, creed, sex, veteran status, disability or any other legally protected status.

**Please Note:** When a position has been filled it will no longer appear on the City of Maumelle website. Only applicants who are selected for an interview will receive personal notification when the position has been filled.

**Application Acceptance:** The City of Maumelle only accepts applications for vacant positions. You must identify the position(s) for which you are applying and the position(s) must be open at the time of your application. Applications will remain active for ninety (90) days or until the position is filled, whichever is longer.

(Please Print Throughout Application)

Position(s) applied for \_\_\_\_\_

Date of Application \_\_\_\_\_

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### PERSONAL

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

Address \_\_\_\_\_  
Number & Street City State Zip Code

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

E-Mail Address (Optional) \_\_\_\_\_

Are you legally eligible to work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_  
*NOTE: Proof of eligibility will be required upon employment.*

Have you worked for the City of Maumelle before? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, date(s) of employment: \_\_\_\_\_

Do you have relatives currently employed by the City of Maumelle? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, name(s) and relationship(s): \_\_\_\_\_

## EDUCATION

High School, College, Trade (City & State)	Year of Graduation	Degree or Diploma

Type of Professional License(s)	State Where Issued	Expiration Date

Type of Professional Membership(s)	Date Issued	Expiration Date

List any other skills relative to the job(s) for which you are applying:

## REFERENCES

List three (3) persons not related to you who have knowledge of your work qualifications and can serve as a reference for you.

Name	Address	Telephone
1.		
2.		
3.		





## APPLICANT'S AGREEMENT AND CONSENT

I certify that the answers set forth herein are true and complete to the best of my knowledge. I authorize the City of Maumelle, Arkansas, hereinafter referred to as City, to verify the accuracy of the statements contained in my application for accuracy and to obtain work related reference information as may be necessary in arriving at an employment decision. Further, I hereby release from liability any person, company, agency, organization, corporation, or other entity that provides information in response to the City's request for employment information.

I understand that falsification of answers or omission of facts on my application or during my interview which are deemed to be pertinent in reaching an employment decision, or derogatory information during an investigation into my work history may prevent my being hired or if hired may subject me to immediate dismissal regardless of length of employment.

I further understand that this is an application for employment and that no employment contract is being offered nor should this application be construed as a contract of employment I recognize that all employees of the City, except uniformed employees, are "At-Will" employees and as such may be terminated without cause or may resign/quit without notice or cause and without providing the City a reason.

I understand that if the City gives me a conditional offer of employment, I will be required to take and pass a drug test and that the conditional offer of employment will be withdrawn if I fail the test; or, if I have already begun work before the City receives the result of the drug test, my employment will be terminated.

Depending upon the position for which I have applied, if the City gives me a conditional offer of employment, I may be required to take a physical examination (including a psychological examination in the case of law enforcement positions). If the physical examination evidences that I cannot perform the job for which I have applied with or without reasonable accommodation, then the conditional offer of employment will be withdrawn; or, if I have already begun work, my employment will be terminated with respect to the position for which I have applied.

I have read and understand the Agreement and Consent form.

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