

INTRODUCTION TO
APPLICATION FOR EMPLOYMENT
City of Mountain Home, Arkansas

IMPORTANT INFORMATION
READ CAREFULLY BEFORE COMPLETING APPLICATION

ALL INFORMATION REQUESTED ON THE APPLICATION FORM MUST BE FURNISHED IN DETAIL. PREPARED RESUMES MAY BE ATTACHED; HOWEVER, ALL REQUESTED INFORMATION MUST BE APPROVED AS FULLY AND AS ACCURATELY AS POSSIBLE ON THE APPLICATION FOR ITSELF. "SEE ATTACHED RESUME" IS NOT AN ACCEPTABLE RESPONSE TO ANY OF THE REQUESTED INFORMATION. THE APPLICATION FORM MUST BE PRINTED IN INK OR TYPEWRITTEN AND MUST BE SIGNED AND DATED IN THE APPROPRIATE SPACES.

Applications are kept on file for a period of six (6) months; therefore, if you have completed an application for the City within the last six months – for any position – it is not necessary for you to fill out another form. If you are not sure if you have an application on file, please ask us to check our records before completing a duplicate application. If you are applying for a specific opening, it is important that you read the appropriate job description that is posted on our bulletin board.

Completed application may be submitted by mail to the City of Mountain Home, 720 South Hickory Street, Mountain Home, Arkansas, 72653; or, it may be submitted in person between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday. Application for Police, District Court or the Street Department may be submitted to the following locations:

Police Department	103 West 9 th Street	8:00 a.m. to 4:30 p.m.
District Court	301 East 6 th St., Suite 130	8:00 a.m. to 4:30 p.m.
Street Department	2903 Highway 201 North	7:00 a.m. to 3:30 p.m.

If you do not have a social security card, you must obtain one before accepting employment with the City of Mountain Home.

The City of Mountain Home is committed to providing a work environment free from all illegal use of drugs and the use of alcohol. As part of this commitment, applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment.

Applicants are hereby notified that pursuant to Arkansas State Statute: 20-27-1801, (the Arkansas Clean Indoor Air Act of 2006), the City of Mountain Home prohibits smoking in all City Government facilities and City vehicles. Smoking on City Government property is allowed only in designated areas.

The City of Mountain Home is an equal employment opportunity employer. Discrimination because of age, sex, race, color, creed, disability, veteran status or national origin is prohibited.