

INTRODUCTION TO
APPLICATION FOR EMPLOYMENT

City of Mountain Home, Arkansas

IMPORTANT INFORMATION
CAREFULLY READ BEFORE COMPLETING APPLICATION

APPLICATIONS ARE ACCEPTED ONLY FOR POSTED POSITIONS

APPLICATIONS ARE SUBJECT TO DISCLOSURE AS A PUBLIC RECORD UNDER THE ARKANSAS FREEDOM OF INFORMATION ACT

IF YOU DO NOT HAVE A SOCIAL SECURITY CARD, YOU MUST OBTAIN ONE BEFORE ACCEPTING EMPLOYMENT WITH THE CITY OF MOUNTAIN HOME.

Incomplete applications or failure to provide documents required for verification of statements made herein may subject you to disqualification.

Applications are kept on file for six (6) months. If you have completed an application for any position within the last six months, please ask us to check our records before completing a duplicate application.

All information requested on the application form must be furnished in detail. Resumes may be attached; however, all requested information must be provided as fully and as accurately as possible on the application 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.

Completed applications may be submitted by mail to the City of Mountain Home, 720 South Hickory Street, Mountain Home, Arkansas, 72653; or, submitted between 8:00 a.m. and 4:30 p.m., Monday through Friday at the following locations:

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|--------------------------------|---|------------------------|
| Building Inspection Department | 2903 Highway 201 North | 7:00 a.m. to 3:30 p.m. |
| District Court | 301 East 6 th St., Suite 130 | 8:00 a.m. to 4:30 p.m. |
| Fire Department | 720 S. Hickory Street | 8:00 a.m. to 4:30 p.m. |
| Parks & Recreation Department | Youth Center – 1101 Spring Street | 8:30 a.m. to 5:00 p.m. |
| Police Department | 424 W. 7 th Street | 8:00 a.m. to 4:30 p.m. |
| Street Department | 2903 Highway 201 North | 7:00 a.m. to 3:30 p.m. |
| Water & Sewer Department | 720 S. Hickory Street | 8:00 a.m. to 4:30 p.m. |

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 in accordance with City policy.

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. Applications are accepted without regard to age (over 40), sex, race, color, creed, disability, service in the uniformed services (as defined by the Uniformed Services Employment & Reemployment Rights Act of 1994), religion, political affiliation, national origin or genetic information.