

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.**

Applicants with disabilities may be entitled to reasonable accommodation under the terms of the Americans with Disabilities Act to ensure an equal employment opportunity without imposing undue hardship on the City of Mountain Home. Please inform the Director of the department in which you are making application if you need assistance completing any forms or to otherwise participate in the application process.

If you have completed an application for any position within the last three months, please ask us to check our records before completing a duplicate application. An incomplete application may affect your consideration for employment.

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 completed, signed, and, dated in the appropriate spaces.

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

The application is not intended to and does not create a contract or offer of employment. The City of Mountain Home is an At-Will employer. 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 given a conditional offer of employment will be required to undergo pre-employment drug testing 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/vaping in all City Government facilities and City vehicles. Smoking/vaping 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, physical or mental disability, veteran status, service in the uniformed services (as defined by the Uniformed Services Employment & Reemployment Rights Act of 1994), religion, political affiliation, national origin or ancestry, genetic information, or, any other legally recognized protected basis under federal, state or local laws, regulations or ordinances.

APPLICANT SIGNATURE _____ **DATE SIGNED** _____