

PIMA COUNTY HUMAN RESOURCES

150 West Congress, 4th Floor, Tucson, AZ 85701

(520) 740-8028 or (520) 740-8085 Job Line: (520) 740-3530 web site: www.pima.gov/hr

Recruitment and Selection Information

Please read this information before completing the application.

APPLICATION INSTRUCTIONS:

- Type or print in black or blue ink. Legible photocopies are acceptable. Avoid the use of heavy or thick paper. The application and attached documents become official records of Pima County and cannot be returned. Please make copies before submitting the application.
- Applicants must be **18 years of age** to apply for a **regular** Pima County position, pursuant to Pima County Merit System Rule 1.57.
- You may **fax** your application to (520) 620-1487. **Please call (520) 740-8028 or 8085 to confirm your fax was received, legible and complete.**
- Effective 12/01/08, we will accept the Pima County application via e-mail to: hr@pima.gov. If you are invited for an interview, you will be required to sign a copy of your application at that time. When submitting the electronic (e-mailed) application, the applicant shall affirm that all information contained therein is true and accurate. Should the applicant be hired or appointed, any false information provided shall constitute just cause for disciplinary action up to and including termination.
- A **separate application** is required for **each** class code or position for which you apply.
- Applications for recruitments with closing dates must be received in our office by 5:00 p.m. MST on the closing date via mail, fax or e-mail. Postmarks do not count.
- The selection process is based on this application; make it as complete as possible. **We do not accept "see resume", "same as...", "see attached" etc. on the application.**
- Resumes may be submitted with the application for positions in pay grade 35 and higher. They are used as back-up material and may not actually be used in the selection process. **Do not** attach a cover letter.
- Need more space? Continuation sheets are available or make a copy of page two or page three of the application.
- **In the "tasks performed" section on the application, relate your experience specifically to the minimum and/or preferred qualifications required for the position for which you have applied.** Describe your most recent or current job first and then work back as far as necessary to cover your experience relevant to this recruitment. **List promotions separately.**
- If the position you are applying for requires **Supervisory experience (hire/evaluate/discipline)** and/or **Lead experience**, please describe your experience in the "tasks performed" section. If you do not include this specific experience, you will not receive this credit.
- Describe each job completely and accurately. Do not use slang, abbreviations or work jargon. Assume that the person evaluating your application is not an expert in your area.
- Be sure to list the average hours per week for each job and the beginning and ending date using **month & year**. "Varied" is not acceptable.
- Include service in the armed forces, self-employment, and relevant volunteer work.
- Failure to submit a truthful and complete application may constitute fraud in securing an appointment, which is cause for disciplinary action, including dismissal.
- Arizona Revised Statutes and the Pima County Merit System Rules provide preference points for Native Americans, disabled persons and veterans. In order to take advantage of the selection preferences, you are required to submit the Request for Award of Preference Points form. Native Americans require a copy of the tribal affiliation card; Veterans require a copy of the DD 214 showing length of service and character of discharge.
- **For all job applicants, including Pima County employees:** If you require ADA accommodation for a position you are applying for, please contact Pima County Employment Rights at 740-2728.
- All applicants are requested to voluntarily complete the disclosure part of the form used for federal reporting purposes (not a part of the selection process).

SELECTION PROCESS:

- The application is first examined to determine if it meets the minimum qualifications for the classification. If the application does not meet the minimum qualifications, you will be notified by e-mail or letter that your application has been rejected.
- If your application meets the minimum qualifications, it will be kept in the active file of eligible applicants for **six months** from date of submission.
- Most **written test scores** remain **valid for one year**. The **application** will **expire and be removed after six months**. Written tests may not be retaken for a period of 90 days.
- For more information, visit our web site and go to the page **Frequently Asked Questions**.

CONFIDENTIAL INFORMATION SHEET

**This personal information must be provided for the application to be processed
and will only be used by Pima County Human Resources.**

Purge Code: _____

| | | |
|--------------------------|---------------------------|---------------------------------|
| CLASS CODE: _____ | CLASS TITLE: _____ | SSN: _____ |
| NAME: _____ | | HOME PHONE: () _____ |
| Last | First | M |
| ADDRESS: _____ | | MESSAGE/PHONE: () _____ |
| Street | City | State |
| | | Zip |

In accordance with the Privacy Act of 1974, this notice advises you that providing your Social Security Number (SSN) on any and all Pima County applications and related documents is voluntary, except when permitted by law. Once you have provided your SSN, it will be used for tracking purposes and will be maintained as a secure representation of your identity in the official applications files and systems in order to easily access jobs for which you applied.

Your refusal to provide your SSN will not affect your ability to obtain employment, and a substitute number will be assigned to your application documents, which will be noted "not a SSN". You will be fully responsible for knowing that number (just as you are fully responsible for knowing your SSN). You must provide that same number when checking on the status of your application or when applying for other County jobs. If you do not have the number when applying for other County jobs, we will assign another number, which you must know for tracking purposes. Pima County will not maintain a separate tracking system of numbers assigned to individual applicants.

Note: Individual Taxpayer Identification Numbers (ITINs) are issued by the IRS and may be assigned only to individuals who do not have and cannot get a SSN. Therefore, ITINs are not substitutes for SSNs.

Purge Code: _____

www.pima.gov/hr

PIMA COUNTY APPLICATION

TYPE OR PRINT IN BLACK OR BLUE INK

| | | |
|-------------|--------------|-----------|
| CLASS CODE: | CLASS TITLE: | |
| NAME: _____ | | |
| Last | First | MI |

| | | |
|--|--|--|
| <p>Are you 18 years of age or older ? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Are you a U.S. Citizen or eligible to work in the U.S. ? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> | <p>ARE YOU A permanent, temporary, or intermittent Pima County Government employee? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, for which department? _____</p> <p>ARE YOU AN adult trainee with Pima County government? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> | <p><u>HUMAN RESOURCES USE ONLY</u></p> <p>MMQ: _____</p> <p>PENDING: _____</p> <p>SCORE: _____</p> <p>TEST DATE: _____</p> <p>DNQ: _____</p> <p>REASON: _____</p> <p>_____</p> <p>_____</p> |
| <p>Check all types of employment you will accept:</p> <p><input type="checkbox"/> Regular <input type="checkbox"/> Full – Time <input type="checkbox"/> Part – Time</p> <p><input type="checkbox"/> Grant Funded <input type="checkbox"/> Intermittent/Seasonal</p> <p><input type="checkbox"/> Temporary <input type="checkbox"/> Variable Time</p> | <p>CHECK <u>ALL</u> YOU WILL ACCEPT:</p> <p>Shifts: <input type="checkbox"/> Days <input type="checkbox"/> Evenings <input type="checkbox"/> Midnights <input type="checkbox"/> Rotating <input type="checkbox"/> On-call</p> <p>Workweeks: <input type="checkbox"/> Mon – Fri <input type="checkbox"/> Weekends <input type="checkbox"/> Rotating</p> <p>Locations: <input type="checkbox"/> Town of Ajo <input type="checkbox"/> Green Valley <input type="checkbox"/> Town of Catalina <input type="checkbox"/> Marana <input type="checkbox"/> Tucson</p> | |

| | | | | |
|--|--|---|---|-----------------------|
| <p>LANGUAGES (Fluently)</p> <p style="text-align: center;">SPEAK READ WRITE</p> <p>English <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Spanish <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Other (List) _____</p> | <p>LIST ALL DEPARTMENTS you DO NOT wish to be referred for an interview:</p> <p>_____</p> | <p>RELATIVES employed at Pima County: Name, Relationship, and Department.</p> <p>_____</p> | <p>Arizona Driver's License:</p> <p style="text-align: center;">(Check one)</p> <p>A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> G <input type="checkbox"/> M <input type="checkbox"/></p> <p style="text-align: center;"><small>(D is the regular driver's license.)</small></p> <p>If Commercial License, list endorsement(s): _____</p> | <p>HRD TIME STAMP</p> |
|--|--|---|---|-----------------------|

| | | | | | |
|--|---------------|----------------|---------------|-----------------|--|
| PROFESSIONAL REGISTRATION / LICENSE: (DO NOT list your driver's license or automotive registration.) | | | | | |
| Type of Registration / License | Issuing State | Registration # | Date of Issue | Expiration Date | |
| | | | | | |
| | | | | | |

| | | | | |
|--|-----------------------------------|---------------|---------------------------------|----------------------|
| <p>EDUCATION: Do you have a High School diploma or GED? <input type="checkbox"/> Yes <input type="checkbox"/> No School:</p> | | | | |
| College / University -- City / State | Degree Awarded (AA, BA, BS, etc.) | Major / Minor | Number of Credits (Sem or Qtr?) | Relevant Course Work |
| Name: City / State: | | | | |
| Name: City / State: | | | | |
| Name: City / State: | | | | |

| | | | |
|---|---|--|-------------------|
| CURRENT OR LAST EMPLOYER: | | POSITION HELD: | |
| STREET: | CITY: | STATE: | ZIP: |
| SUPERVISOR & TITLE: | | May we Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No | PHONE: () |
| Number of hours worked per week: | Type of Business: | | |
| FROM (mo/yr): | TO (mo/yr): | Reason for leaving: | |
| Number & type of positions you supervised: | Supervision Responsibilities: <input type="checkbox"/> Hire <input type="checkbox"/> Evaluate <input type="checkbox"/> Discipline (DESCRIBE BELOW) | | |
| TASKS PERFORMED: | | | |

| | | | |
|---|---|--|-------------------|
| PREVIOUS EMPLOYER: | | POSITION HELD: | |
| STREET: | CITY: | STATE: | ZIP: |
| SUPERVISOR & TITLE: | | May we Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No | PHONE: () |
| Number of hours worked per week: | Type of Business: | | |
| FROM (mo/yr): | TO (mo/yr): | Reason for leaving: | |
| Number & type of positions you supervised: | Supervision Responsibilities: <input type="checkbox"/> Hire <input type="checkbox"/> Evaluate <input type="checkbox"/> Discipline (DESCRIBE BELOW) | | |
| TASKS PERFORMED: | | | |

| | | | |
|---|---|--|-------------------|
| PREVIOUS EMPLOYER: | | POSITION HELD: | |
| STREET: | CITY: | STATE: | ZIP: |
| SUPERVISOR & TITLE: | | May we Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No | PHONE: () |
| Number of hours worked per week: | Type of Business: | | |
| FROM (mo/yr): | TO (mo/yr): | Reason for leaving: | |
| Number & type of positions you supervised: | Supervision Responsibilities: <input type="checkbox"/> Hire <input type="checkbox"/> Evaluate <input type="checkbox"/> Discipline (DESCRIBE BELOW) | | |
| TASKS PERFORMED: | | | |

| | | | |
|---|---|--|-------------------|
| PREVIOUS EMPLOYER: | | POSITION HELD: | |
| STREET: | CITY: | STATE: | ZIP: |
| SUPERVISOR & TITLE: | | May we Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No | PHONE: () |
| Number of hours worked per week: | Type of Business: | | |
| FROM (mo/yr): | TO (mo/yr): | Reason for leaving: | |
| Number & type of positions you supervised: | Supervision Responsibilities: <input type="checkbox"/> Hire <input type="checkbox"/> Evaluate <input type="checkbox"/> Discipline (DESCRIBE BELOW) | | |
| TASKS PERFORMED: | | | |

| | | | |
|---|---|--|-------------------|
| PREVIOUS EMPLOYER: | | POSITION HELD: | |
| STREET: | CITY: | STATE: | ZIP: |
| SUPERVISOR & TITLE: | | May we Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No | PHONE: () |
| Number of hours worked per week: | Type of Business: | | |
| FROM (mo/yr): | TO (mo/yr): | Reason for leaving: | |
| Number & type of positions you supervised: | Supervision Responsibilities: <input type="checkbox"/> Hire <input type="checkbox"/> Evaluate <input type="checkbox"/> Discipline (DESCRIBE BELOW) | | |
| TASKS PERFORMED: | | | |

| | | | |
|---|---|--|-------------------|
| PREVIOUS EMPLOYER: | | POSITION HELD: | |
| STREET: | CITY: | STATE: | ZIP: |
| SUPERVISOR & TITLE: | | May we Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No | PHONE: () |
| Number of hours worked per week: | Type of Business: | | |
| FROM (mo/yr): | TO (mo/yr): | Reason for leaving: | |
| Number & type of positions you supervised: | Supervision Responsibilities: <input type="checkbox"/> Hire <input type="checkbox"/> Evaluate <input type="checkbox"/> Discipline (DESCRIBE BELOW) | | |
| TASKS PERFORMED: | | | |

CONTINUATION SHEET (S) ATTACHED ? YES NO

| TRADE OR TECHNICAL SCHOOL | Classroom Hours | Subjects Studied | Certificate of Completion? |
|---------------------------|-----------------|------------------|--|
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |

WORKSHOPS OR ON - THE - JOB TRAINING: (Continue on additional sheet of paper, if necessary, in the same format as below.) List any workshops or on - the - job training completed which would be useful in the position you are applying for:

| Location of Training | Training Courses | Number of Hours Attended | Certificate of Completion? |
|----------------------|------------------|--------------------------|--|
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |

WHERE DID YOU HEAR ABOUT THIS POSITION?

ADDITIONAL INFORMATION: Please include any additional information that you believe would be relevant to this position, including second languages, computer skills, special qualifications, etc. (Continue on additional sheet of paper if necessary)

HAVE YOU BEEN CONVICTED OF A FELONY? Yes No

If yes, please include dates and briefly explain: (A conviction record will not necessarily bar or disqualify you from employment.) (Continue on additional sheet of paper, if necessary)

APPLICATION INFORMATION: THIS APPLICATION WILL EXPIRE SIX MONTHS AFTER THE DATE OF SIGNATURE WITHOUT NOTICE.

This application and all attached documents become official records of Pima County and cannot be returned. Please make a copy of your employment application before submitting. Applications for Pima County employment become public records and confidentiality of information contained herein cannot be assumed. Failure to submit a truthful and complete application may constitute fraud in securing an appointment, which is cause for disciplinary action, including dismissal.

Arizona Revised Statutes and the Pima County Merit System provide for selection preferences for Native American, disabled persons and Veterans. In order to take advantage of the selection preferences, you are required to fill out the Pima County Disclosure Form. Submit the Disclosure Form with your application to the Pima County Human Resources Department.

In consideration of employment with Pima County Government (PCG), I hereby authorize PCG to perform reference checks and employment verifications on me. These checks may include, but are not limited to, discussions with: supervisors, coworkers, business associates, or other individuals that PCG, in its sole discretion, believes may have relevant job related information regarding my suitability for employment. PCG may also verify information that I have provided on my employment application and/or resume.

I agree not to assert any demands, damages, claims, suits or causes of action of any kind against PCG, its officers, employees, agents or the organizations, officers, employees, and agents contacted arising out of PCG performing a good faith effort to check my employment references.

I acknowledge that my failure to authorize PCG to check my references shall disqualify me from consideration for employment.

I also acknowledge that PCG has made no representations that employment will be offered to me upon the completion of reference checks.

A photocopy or facsimile ("fax") of this form that shows my signature shall be as valid as the original.

I hereby certify that the information contained on this application and all supplemental attachments is true, correct, and complete to the best of my knowledge and belief. I am aware that, should investigation at any time disclose misrepresentation or falsification, my application will be rejected, and I may be dismissed from employment and disqualified from future employment with Pima County.

Submission of this application via e-mail indicates that you verify as accurate all statements on this document. If you are invited for an interview, you will be required to sign a copy of your application at that time.

(Applicant's signature)

Date: _____
(mo/day/year)

PIMA COUNTY HUMAN RESOURCES DEPARTMENT

APPLICANT NAME: _____

DATE: _____
(mo/day/yr)

POSITION APPLIED FOR: _____

REQUEST FOR AWARD OF PREFERENCE POINTS

| | | |
|--|-----------------------------------|--|
| <input type="checkbox"/> Veteran (Attach DD 214 showing character of discharge.) | <input type="checkbox"/> Disabled | <input type="checkbox"/> Native American (Attach Tribal Document) |
|--|-----------------------------------|--|

- Preference points will be awarded during the pre-certification process to applicants who have received a passing score on an employment process. Preference points allow eligible applicants additional opportunity to be interviewed or otherwise reviewed by the hiring department for an **initial hire appointment** with Pima County and will not ordinarily be used to displace otherwise qualified candidates.
- Veterans meeting the statutory requirements shall be awarded five (5) preference points.
- The spouse or surviving spouse of a veteran who meets the statutory requirements shall be awarded five (5) preference points.
- Five (5) preference points shall be awarded to disabled applicants.
- A total of ten (10) preference points shall be awarded to disabled veterans who meet the statutory requirements and submit the required documentation.
- Five (5) preference points shall be awarded to Native Americans who meet the membership requirements of an established tribe and submit the required documentation to show they are recognized as members of that tribe.
- Native American preference points shall be awarded in addition to veteran's and/or disability preference points.
- Pima County Merit System Rule 4.2 C 2 provides for disqualification of an application where a false statement of material fact has been made.

VOLUNTARY DISCLOSURE

This part of the form will be separated from the application and will not be used in the selection process.

The information on this form is voluntary and not required for employment.

The information will be used for federal reporting and analysis purposes.

| <u>ETHNIC CATEGORY</u> | <u>SEX</u> | <u>BIRTH DATE</u> |
|--|--|-------------------|
| <input type="checkbox"/> African American/Black <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian American/Pacific Islander <input type="checkbox"/> Hispanic <input type="checkbox"/> White | <input type="checkbox"/> Male <input type="checkbox"/> Female | month/day/year |

Pima County provides equal access and equal opportunity in employment and services and does not discriminate.

www.pima.gov/hr