



**TOWN OF DEWEY-HUMBOLDT
ADMINISTRATIVE REGULATION**

AR No 10-07

Subject: *Policy for Recruiting, Hiring, and Managing New Employees*

Effective Date: June 28, 2010

Revision Date: May 21, 2015

Revision Date: August 1, 2017

1. **Scope.** This policy applies to all Town Employees.
2. **Purpose.** To establish principles regarding the process of recruiting, hiring, and managing new employees.
3. **Recruitment.** All Recruiting efforts for a permanent position shall be carried out in a timely manner and shall be tailored to the various jobs to be filled. Recruiting publicity shall be carried out through all appropriate state-wide (national for Town Manager) media for a reasonable period of time to assure sufficient opportunity for the appropriate segment of the labor market to apply and be considered for employment on the basis of abilities and potential. The appropriate labor market shall be determined on the basis of the job to attract an adequate number of candidates. Such publication shall indicate that the Town of Dewey-Humboldt is an equal opportunity employer. No travel expenses will be paid for applicants attending interviews other than for a Town manager vacancy, unless permitted by the Town Council when a position has very difficult to fill (e.g., with fewer than 5 applicants) at the request made by the Town Manager.
4. **Application Process.** All applicants for Town employment shall submit a resume to the Town and a Town employment application form. The resume shall include complete information relating to experience, training, and other necessary qualification information (based on the Job Description). Applications will not be accepted unless a position has been posted.
 - 4.1. Inclusion of false information or exclusion of relevant and complete information in a resume or the application form may be reason for disqualification or dismissal at any time (including after employment).
 - 4.2. Resumes and application forms, when submitted, shall become the property of the Town of Dewey-Humboldt and shall not be returned.
 - 4.3. The Town may require that certain positions meet specific standards and/or special experience and training necessary for these positions.
 - 4.4. The Town Manager and designated staff shall review the applications and may reject any resume which indicates on its face that the applicant does not possess the minimum qualifications required for the position. Applications shall be rejected if the applicant has made any misstatement or has practiced any deception or fraud in his or her application materials.
 - 4.5. Original resumes and application forms will be accepted for submittal by the advertised deadline for all positions. Electronic transmissions are acceptable. Any applications received by the Town after the deadline date and time will not be processed for consideration.
5. **Employment Eligibility & Appointments.** All vacancies in the Town of Dewey-Humboldt shall be filled by one of the following methods: appointment from layoff lists of same or similar position and if qualified; appointment from departmental promotional lists; appointment from reinstatement lists; or appointment from open competition.
 - 5.1. The Town Manager or appropriate department head shall conduct the interviews deemed necessary for the position to be filled. A written recommendation will be sent to the Town Manager. The appointment shall be made by the Town Manager.

5.2. Temporary employees that are required to fill positions for employees on vacation or sick leave shall be filled by the Town Manager upon receipt of a written request.

6. **Background Screening**. The Town shall condition offers of employment on a review of the candidate's criminal history record and the results of other background screenings as appropriate, including drug screening, physical examination and driving record if applicable.

6.1. **Criminal History Check**. A criminal history check will be obtained on all persons working (or candidates to whom the Town extends a conditional offer of employment) in any capacity at the Town.

6.1.1. The Town may require candidates to submit their fingerprints on a fingerprint card for the purpose of obtaining a state and federal criminal records check pursuant to A.R.S. § 41-1750. In addition, Human Resource will make an inquiry on each candidate using a secure electronic background screening service to obtain information on any outstanding misdemeanor and felony warrants and any criminal history.

6.1.2. The Town may request a local records check by contacting local law enforcement or judicial agencies where candidates have previously resided, worked, or attended school within the last five years to reveal any criminal records.

6.1.3. The Town may refuse to hire, or may review and terminate any employee who has been convicted of any criminal offense.

6.1.4. All criminal history records are confidential. Human Resources shall make the criminal history information available to the hiring authority or the Town Attorney only as may be necessary to reach a determination concerning the acceptability and fitness of the candidate for Town employment.

6.1.5. Those individuals who are permitted access to the criminal history information shall not confirm the existence or nonexistence of criminal history record information and shall not divulge the information to anyone else.

6.1.6. The Town shall not seek a criminal history record for candidates under the age of eighteen (18) years; however, a driver's license check will be obtained.

6.1.7. The Town need not obtain a criminal history record check for temporary workers if the position excludes public interaction and working with Town resources.

6.2. **Drug Screen**. A drug and alcohol screening will be required of all candidates to whom a conditional offer of employment is extended. Any positive result or failure to obtain the screening within 24 business hours of the offer will disqualify the individual and the conditional offer of employment will be revoked.

6.3. **Physical Exam**. A physical examination may be required for all candidates working in non-sedentary positions to whom a conditional offer of employment is made. The examination should be completed within 10 days of employment unless there is a compelling reason that delays the exam. The inability of the person to meet the minimum essential functions of the position with or without reasonable accommodations will be reason to revoke the conditional offer of employment.

7. **Probationary Period**.

7.1. Original and promotional appointments of employees shall be tentative and subject to a twelve (12) month probationary period. Upon successful completion of a probationary period, a classified

employee shall be granted full-time or part-time status in the position in which the probationary period was served. Town reserves the right to extend the initial probation period if necessary.

7.2. The probationary period is an opportunity for supervisors to closely monitor an employee's attendance, safety and work performance. The appropriate department head, with Town Manager approval, may dismiss the probationary employee at any time during the probation.

7.3. Employee dismissals during the probationary or training period shall not be subject to review or appeal.

7.4. An employee released during the probationary period from a position to which he or she has been promoted may be returned to the classification in which he or she had regular status, provided a vacancy in that classification exists. Should no vacancy exist at the time, the individual shall be placed on the appropriate re-employment list.

7.5. Each probationary employee shall receive a formal written evaluation by his or her supervisor at the end of his or her sixth, and twelfth month of employment in the current position.


7.6. After the probationary period, the normal rating period shall be every twelve (12) months.

7.7. Additional performance evaluations may be required upon request of the Town Manager or the appropriate department head.

8. **Reinstatement, Re-employment.** Former full-time employees with less than a six (6) month break in service may be reinstated at the request of the department head and upon approval of the Town Manager. Other former employees, except those on the re-employment lists, will be treated in the same manner as all other applicants and subject to all normal selection processes.

9. **Definitions/Glossary.**

9.1. *Resume* is defined as a written account of personal, educational, and professional qualifications and experience.

TOWN MANAGER APPROVAL	Initial: 
Notes: _____	

Town of Dewey-Humboldt

2735 S. Hwy 69
 PO Box 69
 Humboldt, AZ 86329
 Phone: (928) 632-7362
 Fax: (928) 632-7365
 www.dhaz.gov

Application for Employment

We consider applicants for all positions without regard to race, creed, color, sex, age, disability, religion, veteran status, or national origin. Please complete a separate application for each job title. **Applications will not be accepted unless a position has been posted. Applications are position specific.**

(PLEASE PRINT)

Position Applied For	Date of Application
How Did You Learn About Us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Employment Agency <input type="checkbox"/> Website <input type="checkbox"/> Friend <input type="checkbox"/> Relative <input type="checkbox"/> Walk-In <input type="checkbox"/> Other	

Last Name	First Name	Middle Name	
Address	Apt.	City	State
Telephone Number(s)		Valid Arizona Driver's License Number	
Acceptable salary (Please refer to the posted hiring salary range for the position you are applying for)			

Current Employee of Town Dewey-Humboldt Government..... Yes No
 If you are under eighteen (18) years of age, can you provide proof of your eligibility to work? Yes No
 Have you ever filed an application with us before? If Yes, give date _____ Yes No
 Have you ever been employed with us before? If Yes, give date _____ Yes No

Are you currently employed?..... Yes No
 May we contact your present employer prior to any job offer?..... Yes No
 Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?
 (Proof of citizenship or immigration status will be required upon employment)..... Yes No
 On what date would you be available for work?.....
 Are you available to work: Full Time Part Time Shift Work Temporary
 Are you currently on "lay-off" status and subject to recall?..... | Yes | | No
 Can you travel if the job requires it?..... Yes No
 Have you been convicted of a felony within the last seven (7) years? (Conviction will not necessarily
 disqualify you from employment)..... Yes No
 If yes, please explain:
 Are you related to, married to, or planning on marrying any Town employee or anyone on Town Council, Board,
 Commission? If yes, who _____ Yes No

EDUCATION				
	Name and Address of School	Course of Study	Years Completed	Diploma Degree
Junior High School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

(All college or university work claimed for meeting job requirements must be supported by official or unofficial transcripts, or a copy of the degree.)

EDUCATION (continued)

Indicate Any Foreign Languages You Can Speak, Read and/or Write

	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

Describe any specialized training, apprenticeship skills, and/or professional certificates.

Describe any job-related training received in the United States military.

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military assignments and volunteer activities. You may exclude organizations, if you wish, that indicate any protected status such as race, creed, color, sex, age, disability, religion, veteran status, or national origin. Please describe clearly the tasks performed or responsibilities as they relate to the job for which you are applying.

1.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
Job Title		Supervisor			
Reason For Leaving		# Of Hours Per Week			
2.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
Job Title		Supervisor			
Reason For Leaving		# Of Hours Per Week			

EMPLOYMENT EXPERIENCE (continued)

3.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason For Leaving		# Of Hours Per Week		

4.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason For Leaving		# Of Hours Per Week		

If you need additional space, please continue on a separate sheet of paper.

ADDITIONAL INFORMATION

References:

Name		Name		Name	
Address		Address		Address	
City	State	City	State	City	State
Phone Number(s)		Phone Number(s)		Phone Number(s)	

Specialized Skills – Check Skills

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> Calculator | <input type="checkbox"/> Computer |
| <input type="checkbox"/> E-mail | <input type="checkbox"/> Fax |
| <input type="checkbox"/> Internet | <input type="checkbox"/> Spreadsheet |
| <input type="checkbox"/> Word Processing | |
| <input type="checkbox"/> Other _____ | |

List Any Equipment Operated

Driver's License Number if essential function of the job.	State	Type
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State any additional information you feel may be helpful to us in considering your application.

APPLICANT'S SIGNATURE

Signature Required (read before signing)

By signing this application for employment, I certify that I have truthfully and completely answered all questions. I understand that falsification of any of the information given herein, on any other employment form, or during the interview is grounds for immediate termination, regardless of when such falsification may be discovered.

I expressly authorize, without reservation, Town of Dewey-Humboldt, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

Further, I understand that employment will be contingent upon successfully passing a post offer, pre-qualification drug screening test or other required test for safety-sensitive positions. I understand that my employment with the Town of Dewey-Humboldt is "at-will" and there are no contractual rights. I understand that there will be a probation period during which time an evaluation will be made as to my performance and suitability for the position; I further understand that the probation period does not alter the "at-will" status of my employment. I understand that no employee or representative of Town of Dewey-Humboldt has any authority to make any agreement that is contrary to the foregoing statements. If accepted for employment, I agree to comply with all of Town's policies, procedures, and with all rules and regulations made known to me at the time of employment or any other time thereafter, and to perform all duties assigned to me that are required by my supervisor. I understand that all applications are job specific. Another application must be filled out and submitted for any other positions or openings posted by the Town of Dewey-Humboldt.

I certify that I have read, fully understand and accept all terms of the foregoing statement.

Signature of Applicant _____ Date _____

FOR INTERNAL USE ONLY

Arrange Interview	Yes	No		
Remarks _____	<input type="checkbox"/> Accept	<input type="checkbox"/> _____	<input type="checkbox"/>	Date _____
			Reject <input type="checkbox"/> By _____	
Employed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date of Employment _____	Interviewer _____ Date _____
Job Title _____	Hourly Rate/Salary _____		Department _____	
Town Manager signature: _____			Date: _____	