

## PROCEDURE FOR SUBMITTING EMPLOYMENT APPLICATIONS AND RESUMES

**Note:** The City of Siloam Springs requires a completed Employment Application and a completed Permission to Obtain Information form for all positions.

- Please complete all sections. Incomplete applications will not be considered.
- You must apply for a specific open position.
- Your application must be signed.
- Read the job posting carefully before you apply. Job postings contain specific instructions and requirements. It is your responsibility to submit all the required application materials.
- Type or print clearly in dark ink.
- Legible photocopies are acceptable, with original signatures.
- Resumes will not be accepted in lieu of the employment application form.
- You may be required to verify education and/or self-employment information.
- Completed applications may be hand delivered to the City Administration Building located at 400 North Broadway Street, submitted via fax to 855-201-7302, by email to [HumanResources@siloamsprings.com](mailto:HumanResources@siloamsprings.com), or by U.S. mail to PO Box 80, ATTN: Human Resources, Siloam Springs AR 72761.

### PERSONS WITH DISABILITIES

If you are an applicant with disabilities and need assistance in the application or interview process, please contact Human Resources at 479-524-5136.