



# APPLICATION FOR EMPLOYMENT

*"The City is an Equal Opportunity Employer"*

PLEASE READ THE FOLLOWING BEFORE FILLING OUT THIS APPLICATION

The City is an equal opportunity employer and does not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religious creed, national origin, sex or on the basis of age. No question in this application is intended to secure information to be used in a discriminatory manner. Your replies to the questions in this application will be held in the strictest confidence and in accordance with the Texas Public Information Act.

(Please Print)

## PERSONAL INFORMATION

Name \_\_\_\_\_

Present Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Social Security No. \_\_\_\_\_

What position are you applying for? \_\_\_\_\_ Date available? \_\_\_\_\_

Are you a citizen of the United States?  Yes  No

If not, do you possess a valid alien registration card?  Yes  No Alien Registration No. \_\_\_\_\_

Are you 18 years of age or older?  Yes  No If no, state your age: \_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No If yes, please explain: \_\_\_\_\_

*(Conviction of a crime is not an automatic bar to employment. The City will consider the nature of the offense, the date, and the relationship between the offense and the position applied for.)*

Would you be willing to take a physical examination at the City's expense if offered the job?  Yes  No

Have you ever been previously employed with the City?  Yes  No If yes, when? \_\_\_\_\_

How were you referred to us?  Walk-in  Ad  Friend  Other? \_\_\_\_\_

## EMPLOYMENT EXPERIENCE

*Please complete your work, experience starting with your present or last employer. Use additional sheets as necessary.*

Employment Dates:	Company Name			Phone
From:	Address	City	State	Zip
To:	Your Job Title	Salary	Supervisor's Name	
Job Duties & Responsibilities:				
Reason for Leaving:				

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To:	Your Job Title	Salary	Supervisor's Name	
Job Duties & Responsibilities:				
Reason for Leaving:				

Are you presently employed?  Yes  No

If yes, may we contact your present employer?  Yes  No

If no, please give the reason: \_\_\_\_\_

## MILITARY TRAINING

Branch of Service:	From	To
Military Duties and Training Received:		

## EDUCATION

	Name & Location	From	To	Circle Year Completed	Diploma
Middle School or Jr. High				5   6   7   8	
High School				9   10   11   12	
College				1   2   3   4   5   6	
Vocational or Business School				1   2   3   4   5   6	

List any current licenses, certifications, or registrations you may have? \_\_\_\_\_

List any experiences, skills, training, or qualifications which you feel would be especially helpful in the job you are applying for: \_\_\_\_\_

## PERSONAL REFERENCES

Name	Phone
Address	Occupation

Name	Phone
Address	Occupation

Name	Phone
Address	Occupation

List any family members or relatives you have working for the City? \_\_\_\_\_

Are you a relative or kin to any member on the City Council/Commission?  Yes  No

If yes, who? \_\_\_\_\_

DRIVING RECORD

Please Fill Out This Section If The Job You Are Applying For May Require Driving City Vehicles or Equipment.

Driver's License No. \_\_\_\_\_ State \_\_\_\_\_ Class/Type \_\_\_\_\_

Have you any traffic accidents within the past 3 years?  Yes  No If yes, please list below:

Table with 4 columns: Date of Accident, Nature of Accident (head-on, rear-end, etc.), Injuries?, Fatalities?. Includes checkboxes for Yes/No for each row.

List any traffic violations you have been convicted of for the past 3 years other than parking violations:

Table with 3 columns: Location (city, state), Date (mo./yr.), Charge/Violation. Includes horizontal lines for text entry.

Have you ever had your driver's license suspended or revoked?  Yes  No If yes please explain below:

\_\_\_\_\_

List the vehicles or motorized equipment you have driven: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please Read and Sign This Agreement Before Submitting This Application

In submitting this application I understand and agree that the statements set forth in my application are true and that any misrepresentation or omission of fact herein may result in the rejection of my application or my dismissal if hired. I also understand that my employment is conditioned upon successful completion of a physical examination and/or any other test or exam the City may require at the City's expense. I also authorize the City the right to make a thorough investigation of my past employment, military service, educational background, personal references, driving record, criminal record, and any other statement contained in this application as may be necessary in arriving at an employment decision and release from liability all persons, companies, corporations, or agencies supplying such information. Furthermore, I understand and agree that this employment application, by itself or together with other City documents or policies, does not create a contract of employment. I also understand that I may voluntary leave or be terminated at any time, with or without cause.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

## EEO DATA SHEET

To enable the City to meet federal government reporting regulations, applicants are requested (but not required) to complete this personal data sheet. This information will be used solely for reporting purposes. It will not be used in any manner for screening or selection purposes for the position you have applied for. This information will be kept strictly confidential. Your voluntary cooperation in providing us with this information will be greatly appreciated.

Name \_\_\_\_\_

Present Address \_\_\_\_\_

Position applied for: \_\_\_\_\_

Date Applied: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

What position are you applying for? \_\_\_\_\_ Date available? \_\_\_\_\_

Sex?  Male  Female

### Ethnic Category:

- American Indian or Alaskan Native.** All persons having origin in any of the original peoples of North America.
- Asian or Pacific Islander.** All persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa. Also persons from the Indian subcontinent, including peoples with national origins from Bangladesh, Bhutan, India, Nepal, Pakistan, Sikkim and Sri Lanka.
- Black** (not of Hispanic origin). All persons having origins in any of the Black racial groups.
- Hispanic.** All persons of Mexican, Puerto Rican, Cuban, Central or South America or other Spanish culture, regardless of race.
- White** (not of Hispanic origin). All persons having origins in any of the peoples of Europe and the Middle East.

### Other:

- A Qualified Disabled Veteran.** A person entitled to disability compensation under laws administered by the Veterans Administration for disability rated at 30% or more; a person whose discharge or release from activity duty was for a disability incurred or aggravated in the line of duty; and is capable (qualified) of performing a particular job with reasonable accommodation to his/her disability.
- A Vietnam Era Veteran.** A person who actively served for more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975 and was released with a honorable discharge or released from active duty for a service-connected injury or disability.
- A Qualified Handicapped Individual.** A person who has a physical or mental impairment which substantially limits one or more of that person's major life activities, or has a record of such impairment, and is capable (qualified) of performing a particular job with reasonable accommodation to his/her handicap.





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