



APPLICATION FOR EMPLOYMENT CITY OF WHITEHOUSE

"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 (First Middle Last) _____

Present Address _____

Phone _____

What position are you applying for? _____ Date Available? _____

Are you a citizen of the United States? No Yes

Are you 18 years of age or older? No Yes

Have you ever been convicted of a felony? No Yes 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/Drug examination at the City's expense if offered the job? No Yes

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

How were you referred to us? Walk-in Facebook Friend Other _____

EMPLOYMENT EXPERIENCE

Please complete your work experience starting with your present or last employer for the last 5 years.

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

Are you presently employed? No Yes

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

MILITARY TRAINING

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

EDUCATION

	Name & Location	From	To	Circle Year Completed	Diploma
High School				9 10 11 12	
College				1 2 3 4	

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:

PROFESSIONAL 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? No Yes If yes, who? _____

DRIVING RECORD

Driver's License No. _____ State _____ Class/Type _____

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

Date of Accident	Nature of Accident (head-on, rear-end, etc.)	Injuries?
_____	_____	No <input type="checkbox"/> Yes <input type="checkbox"/>
_____	_____	No <input type="checkbox"/> Yes <input type="checkbox"/>
_____	_____	No <input type="checkbox"/> Yes <input type="checkbox"/>

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

Location (city, state):	Date (mo./yr.):	Charge/Violation:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

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 voluntarily leave or be terminated at any time, with or without cause.

Signature of Applicant

Date