

APPLICATION FOR EMPLOYMENT

An Equal Opportunity/Affirmative Action Employer

If you need assistance in completing the employment application, please inquire at the personnel office. Furthermore, this employer conducts pre-employment qualification testing and personal interviews in the application process. If you believe you will require reasonable accommodation (e.g., interpreter, TDD, scheduling adjustments) for pre-employment testing or a personal interview, you must notify the personnel office at least 24 hours prior to the scheduled test or interview.

PERSONAL DATA:

(Last Name) _____ (First Name) _____ (Initial) _____

(Street Address, RFD, or P.O. Box) _____

(City) _____ (State) _____ (Zip Code) _____

Phone number: () _____ Social Security Number: _____

Position(s) applied for: _____

When would you be available to start work? _____

Check each type of work you will accept: Regular Temporary Part-Time Full-Time

Have you filed an application here before? Yes No If yes, date: _____

Have you ever been employed here before? Yes No If yes, date: _____

What is your proficiency in English? Read Speak Write

What is your proficiency in Spanish? Read Speak Write

Are you or your spouse related to any elected official or employee of the City? Yes No

If yes, list the name(s) of relatives and their relation to you: _____

Minimum acceptable salary: \$ _____ per Hour Week Month Year

EDUCATION AND TRAINING:

List each position held, beginning with your present or most recently completed program.

Name of Schools Attended and Location	Dates Attended From To	Average Grades	Major Field	Degree Received

SKILLS:

- Computer: IBM-PC, ____ wpm
 Macintosh, ____ wpm
 Other computer,
Specify: _____
- Equipment : Standard business copier(s)
 Calculator (by touch)
 Photography equipment
Specify: _____
 PBX or other switchboard
 Other equipment,
Specify: _____
- Software Proficiency: WordPerfect, version ____
 Microsoft Word, version ____
 Other word processor,
Specify: _____
 Lotus 1-2-3, version ____
 Microsoft Excel, version ____
 Other spreadsheet,
Specify: _____
 Database, specify: _____
 Desktop Publishing,
Specify: _____
 Other software,
Specify: _____

Please list any other job-related special training or interests: _____

EMPLOYMENT EXPERIENCE:

List each position held, beginning with your present or most recent assignment and work backward. If you need additional space, please continue on separate sheet(s) of paper. Attach additional sheets as necessary. A resume may be submitted to supplement this information, but the information below must still be completed.

May we contact your present employer? Yes No

Employer:	Address:	Dates: From	To
Job Title:	Summary of Job Duties:	Supervisor:	
Reason for Leaving:		Starting Salary:	Ending Salary:
Employer:	Address:	Dates: From	To
Job Title:	Summary of Job Duties:	Supervisor:	
Reason for Leaving:		Starting Salary:	Ending Salary:
Employer:	Address:	Dates: From	To
Job Title:	Summary of Job Duties:	Supervisor:	
Reason for Leaving:		Starting Salary:	Ending Salary:
Employer:	Address:	Dates: From	To
Job Title:	Summary of Job Duties:	Supervisor:	
Reason for Leaving:		Starting Salary:	Ending Salary:

ADDITIONAL INFORMATION:

By law, you must be authorized to work in the United States in order to be employed by this employer. If you are one of the following, please check this box:

- A citizen or a national of the United States
- An alien lawfully admitted for permanent residence.
- An alien authorized by the Immigration and Naturalization Service to work indefinitely in the United States.

Have you ever been convicted of a felony or other crime? Yes No

If yes, please explain on reverse side of page. (You may omit convictions for minor traffic violations unless the position for which you are applying requires the operation of a motor vehicle. Conviction will not result in your automatic disqualification for employment. The seriousness of the crime, the date of conviction, and the relevance of the crime to this position will be considered.)

If the position for which you are applying requires operating a motor vehicle, do you have a valid Texas driver's license?

Yes No If yes, license number: _____

If yes, type of license: Operator Commercial, Type _____ Chauffeur

REFERENCES:

List three persons not related to you who are qualified to describe your capabilities for the position you seek.

Name	Address	Phone	Occupation

AUTHORIZATION AND CERTIFICATION:

I hereby authorize the City of Hillsboro to obtain and review all of my employment, educational, military, and criminal records. In addition, I authorize the City of Hillsboro to obtain and review information regarding my financial status and general reputation.

I certify that the statements and information contained herein are true, complete, and correct to the best of my knowledge, and I authorize any former employer to release to the City of Hillsboro or its authorized representative any and all employment records and other information it may have about my employment. I understand that the information will be used for the purpose of evaluating my application for employment and that I am responsible for providing legal documents verifying my identity and eligibility for employment. In addition, I understand that, if selected for an interview, true copies of all degrees, certificates, or licenses listed on this application will be required before an employment decision can be made. A photocopy of this authorization shall be as valid as the original.

I understand and agree that employment will be contingent upon me satisfactorily passing a drug and alcohol test as well as a physical exam. Further, I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time, and that intentional misrepresentation on my application or during the interview process will subject me to immediate discharge. I also understand that only written representations and promises of this employer will be enforceable.

Signature of Applicant: _____

Date: _____