

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.

Table with 5 columns: Name of Schools Attended and Location, Dates Attended From To, Average Grades, Major Field, Degree Received. Contains 4 empty rows for data entry.

**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: \_\_\_\_\_

---

**AUTHORIZATION FOR DRIVER LICENSE AND  
CRIMINAL HISTORY REVIEW**

---

Please complete the information requested below. List any other names you have used in the past, including maiden name.

**Current Name** \_\_\_\_\_

\_\_\_\_\_  
First                      Middle                      Last

**Other Names** \_\_\_\_\_

\_\_\_\_\_  
First                      Middle                      Last

\_\_\_\_\_  
First                      Middle                      Last

**Other Information** \_\_\_\_\_

Date of Birth \_\_\_\_\_

Driver License Number \_\_\_\_\_

State \_\_\_\_\_

**Authorization** \_\_\_\_\_

I hereby authorize the City of Hillsboro to obtain and review my driver license and criminal history.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**DPS Computerized Criminal History (CCH) Verification  
(AGENCY COPY)**

I, \_\_\_\_\_, acknowledge that a Computerized Criminal

APPLICANT or EMPLOYEE NAME (Please print)

History (CCH) check may be performed by accessing the Texas Department of Public Safety Secure Website and may be based on name and DOB identifiers. (This is not a consent form, but serves as information for the applicant.) Authority for this agency to access an individual's criminal history data may be found in Texas Government Code 411; Subchapter F.

Name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history record information (CHRI), therefore the organization conducting the criminal history check is not allowed to discuss with me any CHRI obtained using the name and DOB method. The agency may request that I also have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search.

In order to complete the fingerprint process I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online at [www.txdps.state.tx.us /Crime Records/Review of Personal Criminal History](http://www.txdps.state.tx.us/CrimeRecords/ReviewofPersonalCriminalHistory) or by calling the DPS Program Vendor at 1-888-467-2080, submit a full and complete set of fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$25.00 to the fingerprinting services company.

Once this process is completed the information on my fingerprint criminal history record may be discussed with me.

**(This copy must remain on file by this agency. Required for future DPS Audits)**

\_\_\_\_\_  
Signature of Applicant or Employee (optional)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency Name (Please print)

\_\_\_\_\_  
Agency Representative Name (Please print)

\_\_\_\_\_  
Signature of Agency Representative

\_\_\_\_\_  
Date

|  |                                  |
|--|----------------------------------|
| <b>Please:<br/>Check and Initial each Applicable Space</b> |                                  |
| CCH Report Printed:  |                                  |
| YES _____  | NO _____ initial                 |
| Purpose of CCH: _____                                      |                                  |
| Empl ___   | Vol/Contractor ___ _____ initial |
| Date Printed: _____  | _____ initial                    |
| Destroyed Date: _____                                      | _____ initial                    |
| <b>Retain in your files</b>                                |                                  |