

APPLICATION FOR EMPLOYMENT

City of Overton
1200 S. Commerce
Overton, Texas 75684

INSTRUCTIONS: Please complete and sign all blanks accurately and legibly to be considered. We may verify all information you provide. A FALSE STATEMENT OR OMISSION MAY RESULT IN DISQUALIFICATION FOR EMPLOYMENT OR DISCHARGE, IF EMPLOYED. The City of Overton is an Equal Opportunity Employer. In accordance with the Civil Rights Acts of 1964 and 1991, as amended, the Age Discrimination in Employment Act, and the Americans with Disabilities Act, the City of Overton prohibits discrimination in any employment because of race, color, sex, religion, national origin, age or disability. No question on this application is intended to secure information to be used for discriminatory purposes.

Date: _____

Position applying for: _____ Date you would be available to begin work: _____
(To be considered as a complete application, the applicant must state the specific job applying for)

Check all types of work you will accept: Full-time [] Part-time [] Temporary [] Minimum wage requirements: _____

Have you previously worked or do you currently work for the City of Overton? Yes [] No []

If "Yes", when and what department: _____

Do you have any relatives, by blood or by marriage, working for or holding office for the City of Overton? Yes [] No []

If "Yes", please state Name, Department and Relation: _____

PERSONAL

Name _____ Social Security No. _____
Last First Middle

Present Address _____ Telephone No. _____
Street/P.O. Box
Texas
City State Zip Mobile No. _____

By law, you must be authorized to work in the U.S. in order to be employed by this employer. If you are one of the following, please designate: [] A citizen or a national of the U.S. [] An alien lawfully admitted for permanent residence [] An alien authorized by the Immigration and Naturalization Service to work indefinitely in the U.S.

If you are hired can you provide proof of minimum age requirements? Yes [] No []

Do you have a valid Driver's license? Yes [] No [] Class A [] B [] C [] CDL? Yes [] No []

Driver's License No. _____ State _____ Year Expires _____

Have you ever been issued a citation for any moving traffic violations? Yes [] No [] If yes, please explain: _____

Have you ever been arrested, convicted of, pled guilty or no contest to a felony, received probation, deferred adjudication of any criminal offense classified as a Class B misdemeanor or above, or any offense relating to moral turpitude or offenses against the public (disorderly conduct, DWI, etc.)? Yes [] No [] If "No" skip to the next question.

1. Arrested: Date _____ Location: _____ What were you charged with? _____
Result _____

2. Arrested: Date _____ Location: _____ What were you charged with? _____
Result _____

3. Arrested: Date _____ Location: _____ What were you charged with? _____
Result _____

NOTE: PRIOR TO EMPLOYMENT, APPLICANTS MAY BE INVESTIGATED AS TO CONVICTION FOR PRIOR CRIMINAL OFFENSES. Answering "yes" may not automatically disqualify you, but a false statement or omission of information will. A prior conviction will be considered in relationship to the requirements of the job for which you are applying. Failure to answer the above questions truthfully may result in immediate dismissal if hired. Answers of "yes" to questions will not necessarily disqualify you from employment.

EDUCATION

High School or GED Graduate? Yes No School Name and City: _____

	<u>Name/City</u>	<u>Course/Major</u>	<u>Type of Degree or Certificate</u>
College, Business, Technical Schools Attended:	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Trade School/Vocational Schools	_____	_____	_____
	_____	_____	_____

Are you fluent in a language other than English? Please indicate in each area your degree of fluency (excellent, good, fair).

Language	Reading	Speaking	Understanding	Writing
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

List any awards or honors received pertaining to your education _____

MILITARY

Have you served in the U.S. Armed Forces? Yes No If yes, what Branch? _____

Dates of service: From _____ To _____ Highest Rank Held: _____ Type of discharge: _____

List duties/special training and/or awards received in the service: _____

If requested can you provide a copy of discharge or separation papers: Yes No

SKILLS

List any qualifications, skills, on-the-job training or special licenses/certifications you have that may help in determining your qualifications for a position for which you desire to be considered:

EMPLOYMENT HISTORY

(List all jobs beginning with your most recent employer. Use additional pages as necessary)

Employer _____ From _____ To _____ Ending Salary _____

Address _____ Supervisor's Name: _____
Street City State Zip

Co-Worker's Name: _____

Business telephone number: _____ Position/Title: _____

Duties _____

Full-time Part-time Reason for leaving: _____

Was 2 week notice given? Yes No

Eligible for Rehire: Yes No

May we contact this employer? Yes No

Employer _____ From _____ To _____ Ending Salary _____

Address _____ Supervisor's Name: _____
Street City State Zip

Co-Worker's Name: _____

Business telephone number: _____ Position/Title: _____

Duties _____

Full-time Part-time Reason for leaving: _____

Was 2 week notice given? Yes No

Eligible for Rehire: Yes No

Employer _____ From _____ To _____ Ending Salary _____

Address _____ Supervisor's Name: _____
Street City State Zip

Co-Worker's Name: _____

Business telephone number: _____ Position/Title: _____

Duties _____

Full-time Part-time Reason for leaving: _____

Was 2 week notice given? Yes No

Eligible for Rehire: Yes No

REFERENCES

List persons other than former employers and relatives who know you well enough to provide information on work ethics and/or character.

Name: _____

Address: _____

Residence Phone: _____ Business Phone: _____

Occupation: _____ Years Known: _____

Business Address: _____

Describe your relationship with this person: _____

Name: _____

Address: _____

Residence Phone: _____ Business Phone: _____

Occupation: _____ Years Known: _____

Business Address: _____

Describe your relationship with this person: _____

Name: _____

Address: _____

Residence Phone: _____ Business Phone: _____

Occupation: _____ Years Known: _____

Business Address: _____

Describe your relationship with this person: _____

Name: _____

Address: _____

Residence Phone: _____ Business Phone: _____

Occupation: _____ Years Known: _____

Business Address: _____

Describe your relationship with this person: _____

TERMS OF EMPLOYMENT

PLEASE READ CAREFULLY and then initial each statement below to indicate you understand and agree with the statement.

- _____ 1. If I misrepresent or deliberately omit a fact in my application, the City may be justified in refusing employment to me or, if I am already employed by the City, in terminating my employment

- _____ 2. I consent to medical or psychological exams required or requested by the officials of the City as permitted under applicable law.

- _____ 3. Depending on the nature of the position I am seeking, I understand the City of Overton may conduct pre-employment testing, including an agility test, to assess my qualifications for a particular position. If I require accommodations when the City administers pre-employment tests, I will notify the Human Resources Department, in writing when I submit my application.

- _____ 4. If I am offered employment, I may be required to complete a post-offer physical examination at the expense of the City. The job offer is conditional on the results of the medical examination.

- _____ 5. I will authorize any physician or hospital to release information that may be necessary to determine my ability to perform the essential functions of my job after I receive an employment offer or during the course of my employment with the City of Overton.

- _____ 6. I authorize the City of Overton, in considering my employment, to make any contacts it deems necessary (including, but not limited to: previous employers, agencies of public record or credit reporting agencies as allowed by the Fair Credit Reporting Act.)

- _____ 7. If hired, I can be terminated or transferred to another position with or without cause at any time at the option of the City of Overton.

- _____ 8. If hired, I agree to a search of any City owned premises assigned to me and I hereby waive all claims for damages on account of such search.

- _____ 9. If hired by the City of Overton, such employment is for an indefinite period of time and the City of Overton can change wages, hours of employment, shift assignments, benefits, positions, and conditions of employment at any time.

- _____ 10. This application is the property of the City of Overton and will become a part of my personnel file if I am accepted for employment I further understand this is an application for employment and no employment is being offered and the City of Overton, in receiving this application, has made no contract of employment with me and has not in any way guaranteed my future employment.

- _____ 11. I shall never construe this application or any other communication, verbal or written, given or made by anyone during the application process for employment by the City of Overton as constituting either a contract of employment or a guarantee of employment.

The information in this application is accurate, complete, and is subject to verification by the City of Overton. I understand that if I have given any false information in this application or if I have omitted any material facts, I may be disqualified from employment with the City of Overton or if hired, I may be discharged immediately upon discovery of such false statements or omissions.

I also understand the City of Overton is an "employment-at-will employer and the acceptance of an offer of employment does not create a contractual obligation upon the City of Overton to continue to employ me in the future.

Signature of Applicant _____ Date: _____

Reference check authorization: I authorize any person or organization listed in this application and/or by whom I have been previously employed and/or any educational institution I have listed on this application to furnish any information they may have concerning me to the City of Overton. I understand the information provided by me may be used for the purpose of determining my eligibility. My previous employers may be contacted unless otherwise noted on this application. I hereby release, indemnify, and hold harmless any governmental entity, employer, or person furnishing information about me.

Signature of Applicant: _____ Date: _____

Thank you for completing this application form and for your interest in working with us.