

City of Smithville

Application for Employment

We consider applications for all positions without regard to race, color, religion, creed, sex, national origin, disability, sexual orientation, citizenship status or any other legally protected status.

(Please Print)

Position(s) applied for:		Date of application:	
How did you hear about us?			
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Relative	<input type="checkbox"/> Inquiry	
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Friend	<input type="checkbox"/> Other	
Last Name:	First Name:	Middle Name:	
Address:	City:	State:	Zip:
Telephone Number(s):		Social security Number (voluntary):	

Best time to contact you at home is:		AM / PM
If you are under 18 years of age, can you provide required proof of your eligibility to work?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever filed an application with us before?		<input type="checkbox"/> Yes <input type="checkbox"/> No
..... If YES give date: _____		
Have you ever been employed with us before?		<input type="checkbox"/> Yes <input type="checkbox"/> No
..... If YES give date: _____		
Do any of your friends or relatives, other than spouse, work here?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently employed?		<input type="checkbox"/> Yes <input type="checkbox"/> No
May we contact your present employer?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?		<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Proof of citizenship or immigration status will be required upon employment</i>		
Date available for work: ___/___/___	What is your desired salary range? _____	
Are you available to work:	<input type="checkbox"/> Full time (please indicate 1 / 2 / 3 / shift) <input type="checkbox"/> Part time (please indicate mornings / afternoon / evenings) <input type="checkbox"/> Temporary (please indicate dates available ___/___/___--___/___/___)	
Are you currently on "lay-off" status and subject to recall?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Can you travel if a job requires it?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you current Texas drivers license?		<input type="checkbox"/> Yes <input type="checkbox"/> No

Education

	Name and Address of School	Course of Study	Number of Years Completed	Diploma / Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills and extra-curricular activities

Describe any job-related training received in the United States Military.

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer:		Dates Employed From To		Work Performed
Address:				
Telephone Number(s):		Hourly Rate/Salary Starting Final		
Job Title:	Supervisor:			
Reason for Leaving:				
Employer:		Dates Employed From To		Work Performed
Address:				
Telephone Number(s):		Hourly Rate/Salary Starting Final		
Job Title:	Supervisor:			
Reason for Leaving:				
Employer:		Dates Employed From To		Work Performed
Address:				
Telephone Number(s):		Hourly Rate/Salary Starting Final		
Job Title:	Supervisor:			
Reason for Leaving:				
Employer:		Dates Employed From To		Work Performed
Address:				
Telephone Number(s):		Hourly Rate/Salary Starting Final		
Job Title:	Supervisor:			
Reason for Leaving:				

If you need additional space, please continue on a separate sheet of paper.

<p>List professional, trade, business or civic activities and offices held.</p> <p>You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:</p>

Additional Information

Other Qualifications:

Summarize special job-related skills and qualifications acquired from employment or other experience.

Specialized Skills

Check skills/Equipment Operated)

<input type="checkbox"/> Terminal	<input type="checkbox"/> Spreadsheet	<input type="checkbox"/> Production/Mobile Machinery (list)	<input type="checkbox"/> Other (list)
<input type="checkbox"/> PC/MAC	<input type="checkbox"/> Word Processing	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Typewriter	<input type="checkbox"/> Shorthand	<input type="checkbox"/>	<input type="checkbox"/>
WPM <input type="checkbox"/>	WPM <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

State any additional information you feel may be helpful to us in considering your application:

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING

Can you perform the essential functions of the job, for which you are applying, either with or without a reasonable accommodation?

YES NO

References:

1	<input type="text"/>	<input type="text"/>
	(NAME)	(PHONE)
	<input type="text"/>	
	(ADDRESS)	
2	<input type="text"/>	<input type="text"/>
	(NAME)	(PHONE)
	<input type="text"/>	
	(ADDRESS)	
3	<input type="text"/>	<input type="text"/>
	(NAME)	(PHONE)
	<input type="text"/>	
	(ADDRESS)	

Applicant's Statement

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

Remarks: _____

Interviewer Name

Employed Yes No

Date of Employment

Job Title _____ Hourly Rate /
Salary _____

Department

By _____

Name and Title

Date

Position(s) applied for is open: Yes No

Position(s) considered for: _____