 CITY OF TIMPSON

456 Jacob Street • P.O. Box 369 • Timpson. TX 75975 • (936) 254-2421 • Fax (936) 254-2933

**APPLICATION FOR EMPLOYMENT**

***The City of Timpson is an Equal Opportunity Employer. Qualified applicants will be considered for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.***

***PRINT OR TYPE***

Title of Job Applying for: Date:

Applicant's Name:

Last First Middle

Address:

Street City State Zip

Telephone No.:

(Area Code) Home Phone No. (Area Code) Cell Phone No.

Best time to contact you at home is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Security Number:

Driver's License Number: State: Type: Expiration Date: \_\_\_\_\_\_ \_

Have you ever been employed by the City of Timpson? Yes No

If yes, date and department:

Date available for work:

Are you able to work: Full-time Part-time Temporary

Are there any restrictions to the hours you can work? Yes No

If yes, explain:

Are you related to any city employee or elected official of the City of Timpson?

Yes No

If yes, whom: Relationship:

Do any of your friends work for the City of Timpson? Yes No

If yes, state friend’s name and position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? Yes No

*Proof of citizenship or immigration status may be required upon employment.*

**EDUCATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type of School** | **Name and Address** | **No. of Years**  **Attended** | **Graduate**  **Yes / No** | **Major** | **Degree** |
| High School or  GED (circle one) |  |  |  |  |  |
| University |  |  |  |  |  |
| Other |  |  |  |  |  |

Military Service Record:

Are you a veteran? Yes No Branch: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Entered: Date Discharged:

Have you ever been convicted, pled guilty or no contest to a felony offense? Yes \_\_\_\_No

(Important: For purposes of employment with the City of Timpson, “convictions” include sentenced to confinement, paid fine, time served, placed on probation (including deferred adjudication) and court-ordered restitution.) If so, please explain:

*A conviction record will not necessarily disqualify you from employment. Your case will be considered in relationship to the requirements of the position.*

Have you reviewed the job description for the position which you are applying? Yes\_\_\_\_\_\_ No\_\_\_\_\_\_\_

If yes, do you have any physical, mental, or medical impairment that will impede your ability to satisfactorily perform the job applied for? Yes\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_ If so, what type(s) of job accommodations will enable you to perform the job?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Personal/Professional References: (Do not include family members or former supervisors).\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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***EMPLOYMENT HISTORY:*** *(start with the most recent)*

|  |  |  |  |
| --- | --- | --- | --- |
| Employer | Dates Employed | | Work Performed |
| Address | From | To |  |
| Telephone |  |  |  |
| Job Title | Hourly Rate/Salary | |  |
| Supervisor | Beginning | Ending |  |
| Reason for Leaving |  |  | May we contact?  Yes  No |

|  |  |  |  |
| --- | --- | --- | --- |
| Employer | Dates Employed | | Work Performed |
| Address | From | To |  |
| Telephone |  |  |  |
| Job Title | Hourly Rate/Salary | |  |
| Supervisor | Beginning | Ending |  |
| Reason for Leaving |  |  | May we contact?  Yes  No |

|  |  |  |  |
| --- | --- | --- | --- |
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|  |  |  |  |
| --- | --- | --- | --- |
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| Address | From | To |  |
| Telephone |  |  |  |
| Job Title | Hourly Rate/Salary | |  |
| Supervisor | Beginning | Ending |  |
| Reason for Leaving |  |  | May we contact?  Yes  No |

Qualifications Summary: In detail, list qualifications and skills you possess, including any heavy equipment/machinery operated:

List any other information you feel will be helpful in considering your application.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, certify that the answers given herein are true and complete to the best of my knowledge. I hereby authorize the City of Timpson the right to investigate all statements contained in this application. In the event of employment, I understand that false statements on the application shall be grounds for dismissal.**

**By this statement the City of Timpson discloses to you that a criminal history check, a driving record and other background information may be obtained for employment purposes as part of the pre-employment background investigation to evaluate your eligibility for hire, and at any time during your employment. I understand that I will be subject to a physical examination and drug testing prior to employment.**

**I further understand that employment with the City of Timpson is an “at-will” relationship, which means that I may resign at any time, and the City of Timpson may discharge me at any time with or without cause.**

**Please sign below to signify that this information has been disclosed to you and that you provide authorization to the City of Timpson to investigate all statements and to obtain a criminal history check.**

Applicant's Signature Date

**CRIMINAL HISTORY VERIFICATION / AUTHORIZATION FORM**

**I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have been notified that a Computerized Criminal History (CCR) verification check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on the Name and Date of Birth identifiers I supply.**

**For the purpose of obtaining a CCR, a date of birth is required; however, this data (the birthdate) will be separated from the job application and will not be used to evaluate my capability for the job that I am currently seeking.**

**I voluntarily and fully authorize the City of Timpson to obtain a criminal history check as part of the hiring process.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Applicant

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth

**CITY OF TIMPSON**

**AUTHORITY TO RELEASE INFORMATION**

**In submitting this application for employment, I authorize the City of Timpson to verify all data needed to support the information provided, and to obtain references from my past and present employer(s).**

**Therefore, I respectfully request that past and/or present employer(s) release pertinent information to the City of Timpson, which will be utilized to evaluate my suitability for the job that I am currently seeking. The information will be maintained in the strictest confidence.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Applicant’s Signature Date**