



APPLICATION FOR EMPLOYMENT

Revised July 3, 2008

P E R S O N A L	Last Name			First	Middle	Date	
	Street Address					Home Telephone ()	
	City, State, Zip					Business Telephone ()	
	Have you ever applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: Month and Year _____ Location					Social Security #	
	Position Desired					Texas Drivers License #	
	Are you available for full-time work? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, what hours can you work?					Desired Pay	
	Are you legally eligible for employment in the United States? <i>(Proof of citizenship or immigration will be required upon employment)</i>					<input type="checkbox"/> Yes <input type="checkbox"/> No	
	If employed and you are under 18, can you furnish a work permit?					<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Other special training or skills (electrical, mechanical , clerical or technical, etc.)					Will you work overtime if asked? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Can you work weekends when scheduled or requested? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Have you ever been convicted, plead guilty or no contest, or received deferred adjudication before: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give date and detail of each conviction. <i>(A conviction record is not an automatic ban to employment. The nature of the crime will be considered in relation to the position for which you are applying)</i>							
List any previous or current relatives that you may have that work for the City of Harker Heights.							

MILITARY	Did you serve in the U.S. Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No	If <input type="checkbox"/> Yes, what branch
Type discharge received _____ <i>(a less than honorable discharge is not an automatic ban to employment. The circumstances of the discharge will be considered in relation to the position for which you are applying)</i>		
Describe any training received relevant to the position for which you are applying.		

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, disability, or veteran status.

How long have you lived at present address? _____(Years) _____(Months)

Please list previous address

E D U C A T I O N	School	Name and Location of School	Course of Study	No. Of Years Completed	Did You Graduate?	Degree or Diploma
	Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Business/Trade/ Technical				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	

EMPLOYMENT

Please give accurate, complete full-time and part-time employment record. Start with your present or most recent employer.

1	Company Name and Address	Supervisor	Telephone ()
		Employed - (month and year)	
		From	To
	State Job Title and Describe Your Work	Weekly pay	
	Start	Last	
	Reason for Leaving		

2	Company Name and Address	Supervisor	Telephone ()
		Employed - (month and year)	
		From	To
	State Job Title and Describe Your Work	Weekly pay	
	Start	Last	
	Reason for Leaving		

3	Company Name and Address	Supervisor	Telephone ()
	State Job Title and Describe Your Work	Employed - (month and year)	
		From	To
		Weekly pay	
	Start	Last	
	Reason for Leaving		

4	Company Name and Address	Supervisor	Telephone ()
	State Job Title and Describe Your Work	Employed - (month and year)	
		From	To
		Weekly pay	
	Start	Last	
	Reason for Leaving		

We may contact the employers listed above unless you indicate those you do not want us to contact.	DO NOT CONTACT
	Employer Number(s) _____ Reason

Please provide any information you feel we should know when we contact your previous employers
Comments regarding lapses in employment, if applicable
Have you ever been discharged from a job or forced, or asked to resign? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide explanation

Machinery and equipment you can operate?	
If applying for an office position: Typing: approximate WPM _____ Shorthand: approximate WPM	
Business machines you can operate:	Computer experience (list software):

G O A L S	<p>What are your long range occupational goals?</p>
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R E F E R E N C E S	<p>List the name and current phone number of four individuals (<i>not relatives or former employers</i>), who can provide a personal reference:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 70%; text-align: center;"><u>Name and address</u></th> <th style="width: 25%; text-align: center;"><u>Phone number</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">2.</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">3.</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">4.</td> <td></td> <td></td> </tr> </tbody> </table>		<u>Name and address</u>	<u>Phone number</u>	1.			2.			3.			4.		
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1.																
2.																
3.																
4.																

S I G N A T U R E	<p>I certify that all the information provided in this application for employment is true, complete and correct.</p> <p>I understand and agree that the omission or misrepresentation of any fact in the application for employment will be sufficient reason for the City of Harker Heights to deny me employment. I also understand and agree that should I become employed by the City of Harker Heights and it is later discovered I have omitted or misrepresented any fact in this application, the City of Harker Heights may immediately terminate my employment upon discovery of such omission or misrepresentation. I understand and agree that should I fail my background/criminal investigation, this will be grounds for disqualification or immediate termination.</p> <p>Applicant Signature: _____ Date: _____</p>
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