

Application for Employment City of Jacksboro Human Resources Department

112 West Belknap · Jacksboro, Texas 76458 (940) 567-6321

PLEASE READ INSTRUCTIONS: Fill in the blanks as accurately and neatly as possible. To be considered for a position, you must meet the minimum job requirements as shown in the "Job Announcement." Employment is based on qualification for the position, regardless of race, age, color, sex, religion, national origin, citizenship or disability. All applications will be subject to work history investigations and applicants who will be driving City owned vehicles will be checked for valid driver's license and safe driving history. If you are chosen for employment in a position that requires manual labor and/or physical exertion, you must pass a routine medical examination given at the City's expense. The City of Jacksboro I s a Drug-Free Workplace and does participate in controller substance testing. Employment is contingent upon verification of citizenship/immigration status, as required by the Immigration Reform and Control Act of 1986 ("IRCA").

1.	TITLE OF JOB FOR WHICH YOU ARE APPLYING:			
2.	NAME:First	Middle		Last
3.	DATE:			
4.	ADDRESS:Number & Street	City	State	Zip
5.	TELEPHONE NUMBER:			
6.	Are you eighteen (18) years of age or over?	Yes	No	
7.	Check all types of work you will accept:	regular temporary	full-time part-time	day work shift work night work weekend work
8.	When would you be available to start work?			
9.	Choose your highest education level: 1 2 College 1	3 4 5 6 7 2 3 4 5+		12 High School Diploma GED

- 10. Experience Start with present or most recent job. Include military service. Use additional employment experience sheets if Necessary. Civilian or military experience acquired more than 10 years ago may be omitted if inapplicable to the job you are seeking.
- 11. May inquiry be made of your present employer regarding your qualifications and record of employment?

 Check One Yes No

PRESENT OR MOST RECENT JOB			
Employers Name	Address, City, State		Phone Number
Dates Employed From To	Your Title	Supervisor's Name	Type of Business
Starting Salary	Present or Final Salary	Reason for Leaving or Wanting to Leave	
Your Duties		List all tools, machinery and equipment y	ou used on this job
Employers Name	Address, City, State		Phone Number
Dates Employed From To	Your Title	Supervisor's Name	Type of Business
Starting Salary	Present or Final Salary	Reason for Leaving or Wanting to Leave	
Your Duties		List all tools, machinery and equipment y	ou used on this job
Employers Name	Address, City, State		Phone Number
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Dates Employed From To	Your Title	Supervisor's Name	Type of Business
Starting Salary	Present or Final Salary	Reason for Leaving or Wanting to Leave	
Your Duties		List all tools, machinery and equipment y	ou used on this job
Employers Name	Address, City, State		Phone Number
Dates Employed From To	Your Title	Supervisor's Name	Type of Business
Starting Salary	Present or Final Salary	Reason for Leaving or Wanting to Leave	
Your Duties	1	List all tools, machinery and equipment y	rou used on this job

Employers Name	Address, City, State			Phone Number		
Dates Employed From To	Your Title	Supervisor's Name	3	Type of Business		
Starting Salary	Present or Final Salary	Reason for Leaving	g or Wanting to Leave			
Your Duties		List all tools, mach	inery and equipment y	ou used on this job		
Employers Name	Address, City, State			Phone Number		
Dates Employed From To	Your Title	Supervisor's Name	2	Type of Business		
Starting Salary	Present or Final Salary	Reason for Leaving or Wanting to Leave				
Your Duties		List all tools, machinery and equipment you used on this job				
12. Please explain in detail an	y time lapses in the above record o	due to unemploy	ment or other rea	son.		
13. Do you have a valid Texas License No Expiration Date: _ Has your license e		,,	Class A Class C If yes, give details	Class B Endorseme	–	
Number of traffic	violation received during the last t	three years				
IE VOLLA	NSWER ANY OF THE FOLLOWING	OUESTIONS "VES	S" FYDI AINI AT ITF	:M NO 18		
			, LAI LAIN AT TIL		YES	NO
<u> </u>	ked to resign from a job within the					
15. Have you ever been convicted of a felony in a civilian or military court: You may exclude minor traffic violation. A criminal record will not necessarily disqualify you from employment. Your case will be considered in relationship to the requirement of the particular job.						
16. Are you now working for or have you previously worked for the City of Jacksboro?						
I	ave any relative presently working r relative of City employees or offi	_	•	ty policy		
18						

19.	SPECIAL QUALIFICATION AND SKILLS					
	Please list any qualification and/or skills you possess which are required for the job as stated in the official announcement of vacancy, which may not have been shown in previous employment. You may also utilize this space to show professional registrations or licensing as well as any other information about yourself which is directly related to the job vacancy. You may					
	AUTHORIZATION FOR RELEASE OF INFORMATION					
I her		ative of the City of Jacksboro bearing this release to obtain any				
	· · · · · · · · · · · · · · · · · · ·	loyers, criminal justice agencies, or individuals, relating to my				
		academic, residential, achievement, performance, attendance				
		reby direct you to release such information upon request of the				
-		use by the City of Jacksboro and may be disclosed to such third				
	es as necessary in the fulfillment of official responsibilities.	ise by the city of Jacksboro and may be disclosed to such thirt				
parti	es as necessary in the raminment of official responsibilities.					
I her	eby release any individual, including record custodians, from a	any and all liability for damages of whatever kind or nature which				
	at any time result to me on account of compliance, or any atte					
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	,					
Signa	ture	Date				
_						
Loor	tify that the statements made by me in the above employe	ment record are true, complete and correct to the best of my				
		se statement, misstatement or omission of material facts may be				
	e for my dismissal or consideration for termination of employm	·				
caus	e for the distribusion of consideration for termination of employing	iciit.				
Signa	ture	Date				
3						
The	City of Jacksboro affords equal opportunity to all individua	als regardless or race, color, national origin, sec, religion, age				
	nship or disability.					
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EOE/M/F/D

In the event a pre-employment test is required for the job for which you are applying, if you need accommodation to take any tests,

you must notify the Human Resources Department at the time you submit this application.

TO THE APPLICANT: It is the City of Jacksboro's policy to provide equal employment opportunities to all applicants. In order to maintain and preserve this policy it is important that certain information be gathered and maintained for statistical purposes only. This stub will be detached from the application immediately upon receipt and before any review of your qualifications. The stub will be place on file separate from all other applicant and employee records and will not be used in any way in deciding who is recommended or selected for employment or for any other personnel action. Completion of this section is not required, but your cooperation in furnishing the requested information would be greatly appreciated. Title of Job Applying for:

CHECK ONE:

Male Female CHECK ONE:

White American Indian Spanish surnamed Vietnam-era Veteran

Asian American

Other

7 8

Black Disable Veteran

Choose your highest education level CHECK ONE: Presently Employed:

1 2 Yes

5 6

3 9 10 11 12 Presently in School?

13 14 Yes 15 16 No 17+

What prompted you to apply:

Newspaper Walk-in Referred by Employment Agency Referred by City Employee

Other, explain _

3 4

No