

# Application for Employment

*City of Jacksboro*

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 licenses 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 is a Drug-Free Workplace and does participate in controlled 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 the job for which you are applying: \_\_\_\_\_

2. Name: \_\_\_\_\_

3. Date: \_\_\_\_\_

4. Address: \_\_\_\_\_

5. Telephone Number: \_\_\_\_\_

6. Email: \_\_\_\_\_

7. Are you eighteen (18) years of age or over?      YES      NO

8. Check all types of work you will accept:      full-time      part-time      temporary

9. When would you be available to start work? \_\_\_\_\_

10. Choose your highest education level:

1 2 3 4 5 6 7 8 9 10 11 12 High School Diploma GED

College 1 2 3 4 5+ Degree \_\_\_\_\_

11. Do you have a valid Texas driver's license? YES NO

License No. \_\_\_\_\_

Type: Class A Class B Class C

Expiration Date: \_\_\_\_\_

Endorsement(s) \_\_\_\_\_

Has your license ever been suspended? YES NO If "YES", give details: \_\_\_\_\_

Number of traffic violations received during the last three years: \_\_\_\_\_

12. Experience – Start with the present or most recent job. Include military service. Use additional employment experience sheets if Necessary. The civilian or military experience acquired more than 10 years ago may be omitted if inapplicable to the job you are seeking.

#### **PRESENT OR MOST RECENT JOB**

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Job duties and responsibilities: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Job duties and responsibilities: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Job duties and responsibilities: \_\_\_\_\_  
\_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?      YES      NO

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Job duties and responsibilities: \_\_\_\_\_  
\_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Job duties and responsibilities: \_\_\_\_\_  
\_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

### **MILITARY SERVICE**

Branch: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_

Are you currently in the Armed Forces? YES NO

Please explain in detail any time lapses in the above record due to unemployment or other reason.

---

---

13. Have you ever been fired or asked to resign from a job in the last five years? YES NO

14. Have you ever been convicted of a felony in a civilian or military court? YES NO

15. Are you now working for or have you previously worked for the City of Jacksboro? YES NO

16. Do you or does your spouse have any relative presently working for or holding an office in the City? YES NO

If you answered "YES" to any of the above questions (number 12-15), explain in the space below:

---

---

### **SPECIAL QUALIFICATIONS**

Please list any qualifications and/or skills you possess that are required for the job as stated in the official announcement of vacancy, which may not have been shown in the 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 include military service or training.

---

---

---

### **PROFESSIONAL REFERENCES**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Relationship: \_\_\_\_\_

## **AUTHORIZATION FOR RELEASE OF INFORMATION**

I hereby authorize any investigator or duly accredited representative of the City of Jacksboro bearing this release to obtain any information from schools, residential management companies, employers, criminal justice agencies, or individuals, relating to my activities. This information may include but is not limited to, academic, residential, achievement, performance, attendance, personal history, disciplinary, arrest, and conviction records. I hereby direct you to release such information upon the request of the bearer. I understand that the information released is for official use by the City of Jacksboro and may be disclosed to such third parties as necessary in the fulfillment of official responsibilities.

I hereby release any individual, including record custodians, from any and all liability for damages of whatever kind or nature which may at any time result to me on account of compliance, or any attempts to comply, with this authorization.

---

Signature

---

Date

---

I certify that the statements made by me in the above employment application are true, complete, and correct to the best of my knowledge and are made in good faith. I understand that any false statement, misstatement, or omission of material factors may be cause for my dismissal or consideration for termination of employment.

---

Signature

---

Date

---

The City of Jacksboro affords equal opportunity to all individuals regardless of race, color, national origin, sex, religion, age, citizenship, or disability.

In the event, a pre-employment test is required for the job for which you are applying. If you need an accommodation to take the test(s), you must notify the Human Resource Department at the time you submit this application.

***EOE/M/F/D***