

APPLICATION FOR EMPLOYMENT

CITY OF MCGREGOR - AN EQUAL OPPORTUNITY EMPLOYMENT COMPANY-WE ARE DEDICATED TO A POLICY OF NON-DISCRIMINATION IN EMPLOYMENT ON ANY BASIS INCLUDING RACE, CREED, COLOR, AGE, SEX, RELIGION OR NATIONAL ORIGIN OR DISABILITY

PLEASE PRINT

PERSONAL INFORMATION

DATE _____

NAME

LAST

FIRST

MIDDLE

PRESENT ADDRESS

STREET

CITY

STATE

ZIP

HOW LONG AT CURRENT ADDRESS

TELEPHONE #

SOCIAL SECURITY #

EMAIL ADDRESS:

EMPLOYMENT DESIRED

POSITION

DATE YOU
CAN START

SALARY
DESIRED

ARE YOU EMPLOYED NOW?

WHERE?

ARE YOU AUTHORIZED TO WORK IN THE UNITED STATES?

YES

NO

PROOF OF ELIGIBILITY WILL BE REQUIRED IF HIRED.

EDUCATION	NAME OF SCHOOL	LOCATION OF SCHOOL	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
HIGH SCHOOL				
COLLEGE				
BUSINESS OR TRADE SCHOOL				

Arrests, criminal charges, and convictions or other dispositions will not necessarily preclude employment, but will be considered in light of the job, the seriousness of the offense, the length of time since the offense, contact with the public, safety and security sensitive duties, and other relevant factors.

HAVE YOU BEEN ARRESTED? IF NO, CHECK HERE _____

IF YES, CHARGE: _____ STATUS: _____

CITY _____ STATE _____ DATE: _____

CONTINUE IF THERE ARE OTHER ARRESTS:

HAVE YOU BEEN CONVICTED OF ANY CRIME? IF NO, CHECK HERE _____

IF YES, CHARGE: _____ STATUS: _____

CITY _____ STATE _____ DATE: _____

CONTINUE IF THERE ARE OTHER CONVICTIONS:

HAVE YOU EVER BEEN PLACED ON DEFERRED ADJUDICATION? IF NO, CHECK HERE _____

IF YES, EXPLAIN:

STATUS: _____

CITY _____ STATE _____ DATE: _____

ARE THERE ANY CRIMINAL CHARGES CURRENTLY PENDING AGAINST YOU? IF NO, CHECK HERE _____

IF YES, EXPLAIN:

STATUS: _____

CITY _____ STATE _____ DATE: _____

HAVE YOU EVER BEEN IN THE ARMED FORCES? ___ YES ___ NO

ARE YOU NOW A MEMBER OF THE NATIONAL GUARD? ___ YES ___ NO

SPECIALITY _____ DATE ENTERED _____ DISCHARGE DATE _____

DO YOU HAVE A DRIVER'S LICENSE? ___ YES ___ NO DRIVER'S LICENSE # _____

STATE OF ISSUE _____ OPERATOR _____ COMMERCIAL (CDL) _____

EXPIRATION DATE OF LICENSE _____

HAVE YOU EVER HAD YOUR LICENSE SUSPENDED OR REVOKED? ___ YES ___ NO

IF "YES"
EXPLAIN: _____

WORK EXPERIENCE: LIST BELOW YOUR LAST FOUR EMPLOYERS STARTING WITH THE MOST RECENT

NAME & ADDRESS OF EMPLOYER	POSITION	SALARY	DATES TO AND FROM	REASON FOR LEAVING

REFERENCE: PLEASE LIST THREE WORK RELATED REFERENCES OTHER THAN RELATIVES

NAME	POSITION	COMPANY & ADDRESS	TELEPHONE #

IN CASE OF AN EMERGENCY NOTIFY:

NAME **ADDRESS** **TELEPHONE NUMBER**

PLEASE USE THIS SPACE TO ELABORATE ON ANY BACKGROUND, EXPERIENCE, OR QUALIFICATIONS THAT YOU BELIEVE SHOULD BE CONSIDERED IN EVALUATING YOUR QUALIFICATIONS FOR EMPLOYMENT. YOU MAY INCLUDE HOBBIES, VOLUNTEER EXPERIENCE, AND OTHER ACTIVITIES YOU BELIEVE RELEVANT. PLEASE OMIT ANY INFORMATION THAT WOULD DISCLOSE YOUR RACE, GENDER, AGE, MARITAL STATUS, ETHNIC ORIGIN, RELIGIOUS OR POLITICAL AFFILIATIONS, OR DISABILITY.

I hereby authorize and request any and all of my former employers and any other person, firm or corporation to furnish any and all information concerning my work history, work performance, disciplinary actions, suspensions, terminations, personal background, criminal history, character, general reputation, personal characteristics and mode of living, and I hereby release each such employer or other person, firm or corporation from any and all liability by reason of furnishing the requested information. For some positions, an applicant may be required to provide a release for the city to receive credit history information.

I understand that if employed: 1) any misrepresentation or omission of facts requested in this application is cause for dismissal; and 2) my employment is for no definite period and I may, regardless of the date of payment of my wages and salary, be terminated at any time without prior notice.

DATE_____ SIGNATURE OF APPLICANT_____

State of Texas }

**Personal Inquiry Waiver
Covenant not to Sue
Waiver to Release Certain Information**

County of McLennan }

I, _____, Applicant, hereby request and authorize, as a condition of employability, the City of McGregor to conduct a “background” inquiry.

I further request and authorize you the receiver of this instrument to furnish said CITY with any and all information said CITY may request concerning my work record, educational and training records, military records, criminal records, (including those that may be maintained in the various computerized systems such as NCIC/TCIC), driver and vehicle records pertaining to me (including computerized records), and information concerning my general reputation.

This information is specifically intended to include any and all information of a confidential or privileged nature as well as photocopies of such documents, if requested.

I hereby intentionally and voluntarily waive all confidentiality or privileged information rights concerning the foregoing and further, I release you, your organization and the City of McGregor by this covenant, from any claims or causes of action relating to or arising from information reported, use of any such information, or the results of inquiries, in determining my eligibility and qualifications for employment for the City of McGregor, Texas.

I hereby acknowledge that a facsimile (FAX) or (by any other method) a copy of this instrument may be used in the “background” inquiry process and further, that such a FAX or copy is as valid as the original notarized copy.

X _____
Applicant’s Signature of AGREEMENT

On this _____ day of _____, 20____, _____, herein referred to as Applicant, personally appeared before me and stated the reasons for executing this instrument is for the same expressed reasons stated therein.

Notary Public

My commission expires _____.