



# APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including race, color, age, sex, religion, disability, or national origin.

Date / /

## Employment Desired

Position	Date You Can Start	Salary Desired	Type of Employment Full-time <input type="checkbox"/> Summer <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/>
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Are you employed Now? YES <input type="checkbox"/> NO <input type="checkbox"/>	If so, may we contact your employer?
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Have you ever applied to this company before? YES <input type="checkbox"/> NO <input type="checkbox"/>	Where?	When?
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## Personal Information

Last Name	First Name	Middle Name
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Address (Number, Street, City, State, ZIP Code)

Social Security Number	Home Telephone Number	Referred By
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## Education

High School Attended and Location	No. of Years Completed	Did You Graduate?	
College Attended and Location	No. of Years Completed	Did You Graduate?	Degree
Trade, Business or Correspondence School Attended and Location	No. of Years Completed	Did You Graduate?	

## General

Special Courses or Training

Experience/Skills Related to the Position for Which You Are Applying

## Office/Secretarial Applications

Skill/Aptitude	Years of Experience	Software Used
Word Processing		
Spreadsheets		
10-Key		

List secretarial training courses completed and any other training which may be helpful in considering your application.

## Employment History (List Present or Most Recent Positions First)

Name of Employer		Address (Number, Street, City, State, ZIP Code)	
Phone	Type of Business	Department	Your Position
Duties			
Name and Position of Immediate Supervisor			
Date Employed (Day, Month, Year)	Date Left (Day, Month, Year)	Starting Salary	Final Salary
Reason for Leaving			

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Phone	Type of Business	Department	Your Position
Duties			
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Reason for Leaving			

Experience/Skills related to the Position for Which You Are Applying

## Other Experience

In this section, list any job experience not listed above that most directly relates to the job for which you are now applying.

Name of Employer		Address (Number, Street, City, State, ZIP Code)	
Phone	Type of Business	Department	Your Position
Duties			
Name and Position of Immediate Supervisor			
Date Employed (Day, Month, Year)	Date Left (Day, Month, Year)	Starting Salary	Final Salary
Reason for Leaving			

## Other Information

Have you ever been charged with or convicted of a felony?

YES  NO

If yes, please answer the following questions:

- What date were you charged?
- If convicted, what date?
- In what city, county and state did this action take place?
- Are you on probation or under penalty to do community service?
- If yes, please give details.

Are you related to or acquainted with any current or past employees of the City of Redwater, the Redwater Water and Sewer Corp. or the Redwater City Council?

YES  NO

If yes, give names and details.

Name:

How known/related?

I certify that the information provided is true and correct

Signature \_\_\_\_\_

### **Background Check Authorization:**

I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from any damages which may result from furnishing such information to you. I also understand that you may check with the Texas Department of Public Safety or other organizations for any criminal history.

Signature \_\_\_\_\_

### **Drug Testing Statement:**

I understand any offer of employment is contingent on my submission to and successful completion of a medical examination, including drug testing. I further understand that as a condition of my continued employment, I may, from time to time, be required to submit to additional examinations or drug testing.

Signature \_\_\_\_\_