

APPLICATION FOR EMPLOYMENT

CITY OF RICHLAND, TEXAS

PO Box 179
103 W. Main St.
Richland, Texas 76681
903-362-1151 phone 903-362-1953 fax

PLEASE READ INSTRUCTIONS: Fill in 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." The City of Richland is an equal employment opportunity employer and employment is based on qualification for the position, regardless of race, age, color, sex, religion, national origin, citizenship, or disability. All applicants will be subject to work history investigations and will be checked for valid driver's license and safe driving history. All jobs require the applicant to pass a criminal history check, thorough background investigation, work fitness physical and a drug screen. The City of Richland 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").

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1. TITLE OF JOB FOR WHICH YOU ARE APPLYING: _____
 2. NAME: _____
First Middle Last
 3. DATE: _____ SS#: _____
 4. ADDRESS: _____
Number & Street City State Zip
 5. TELEPHONE NO: _____ Date of Birth: _____
 6. Are you eighteen (18) years of age or over? Yes _____ No _____
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7. Check all types of work you will accept - _____ regular _____ full time _____ day work _____ shift work
_____ temporary _____ part time _____ night work _____ weekend work
 8. When would you be available to start work? _____
 9. Circle 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 _____
 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 now seeking.
 11. May inquiry be made of your present employer regarding your qualifications and record of employment?
Check Box- ☐ 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, equipment you used on this job		

Former Employers Name		Address, City, State		Phone Number	
Dates Employed From To		Your Title		Supervisor's Name	
				Type of Business	
Starting Salary		Final Salary		Reason for Leaving	
Your Duties			List all tools, machinery, equipment you used on this job		

Former Employers Name		Address, City, State		Phone Number	
Dates Employed From To		Your Title		Supervisor's Name	
				Type of Business	
Starting Salary		Final Salary		Reason for Leaving	
Your Duties			List all tools, machinery, equipment you used on this job		

Former Employers Name		Address, City, State		Phone Number	
Dates Employed From To		Your Title		Supervisor's Name	
				Type of Business	
Starting Salary		Final Salary		Reason for Leaving	
Your Duties			List all tools, machinery, equipment you used on this job		

Former Employers Name		Address, City, State		Phone Number
Dates Employed From To	Your Title	Supervisor's Name		Type of Business
Starting Salary	Final Salary	Reason for Leaving		
Your Duties		List all tools, machinery, equipment you used on this job		

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

13. Do you have a valid Texas driver's license? Yes _____ No _____
 License No. _____ Type: Class A _____ Class B _____
 Expiration Date: _____ Class C _____ Endorsement(s) _____

Has your license ever been suspended? _____ If Yes, give date and details: _____

Number of traffic violations received during the last three years _____

IF YOU ANSWER ANY OF THE FOLLOWING QUESTIONS "YES". EXPLAIN AT ITEM NO. 15. YES NO

14. Have you been fired or asked to resign from a job within the last five years?		
15. Have you ever been convicted of a crime (misdemeanor or felony) or accepted deferred adjudication? A criminal record will not necessarily disqualify you from employment. Your case will be considered in relationship to the requirements of the particular job.		
If "YES" please explain: _____		

16. Are you now working for or have you ever previously worked for the City of Richland?		
17. Do you or does your spouse have any relatives presently working for or holding office in the City? City policy prohibits or limits hiring of relatives of City employees or officials.		

18. Name of Relative(s) & Relationship(s): _____

19. SPECIAL QUALIFICATIONS AND SKILLS

Please list any qualifications 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 include military service or training.

20. REFERENCES: Please give three (3) references, excluding relatives and former employers.

Name	Address	Phone Number	Years Known
1			
2			
3			

I certify that the statements made by me in the above employment record 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 facts may be cause for my dismissal or consideration for termination of employment.

Date _____ Signature _____

The City of Richland affords equal employment 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 will need to be accommodated to take the test, you must notify the City Secretary at the time you submit this application.

TO THE APPLICANT:

It is the City of Richland'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 information will be detached before any review of your qualifications and will not be used in any way in deciding who is recommended or selected for employment. **Completion of this section is NOT required, but your cooperation in furnishing the requested information would be greatly appreciated.**

Title of job applying for: _____

Gender: ☐ Male ☐ Female

Race: ☐ White ☐ Asian/Pacific Islander
☐ Black ☐ American Indian/Alaskan Native
☐ Hispanic ☐ Other _____

Veteran: ☐ Veteran ☐ Disabled Veteran

How did you find out about this vacancy?

☐ Employment Agency ☐ Walk-In ☐ City Employee
☐ City of Richland Website ☐ Friend or Relative ☐ Other _____
☐ Newspaper (Name) _____

FOR CITY SECRETARY USE ONLY:

Date Received: _____

Hired _____

Social Security Number _____

Date of Birth _____

Physical Exam: Date _____ Physician _____

Time _____

Forms completed: Date _____

Remarks: