

CITY OF TIOGA APPLICATION FOR EMPLOYMENT

It is the Policy of the City of Tioga to provide equal employment opportunities to all applicants and employees without regard to any legally protected status such as race, color, religion, gender, national origin, age, disability or veteran status.

Date _____

Name _____

Address _____

Telephone Number _____

Texas DL No _____ Social Security No _____

Are you at least 18 years old? _____ Yes _____ No

Are you legally eligible for employment in the United States? _____ Yes _____ No

Proof of citizenship or immigration status may be required upon employment.

Have you ever been employed by the City of Tioga _____ Yes _____ No

If yes, list dates and department: _____

Title of Job Applying for: _____

Have you reviewed the job description for the position which you are applying?

____ Yes _____ No

If yes, do you have any physical, , mental, or medical impairment that will impede your ability to satisfactorily performs the job applied for? _____ Yes _____ No

If yes, what type(s) of job accommodations will enable your to perform the job?

If you are offered employment, when would you be available to begin work?

Are you able to work ___ Full Time ___ Part Time ___ Temporary

Are there any restrictions to the hours you can work? ___ Yes ___ No

If yes, explain: _____

Are you related to any city employee or elected official of the City of Tioga?

___ Yes ___ No

If yes, whom; _____ Relationship _____

EDUCATIONAL HISTORY

High School

Name _____ Location _____

Date of Graduation _____

College/University

Name _____ Location _____

Degree Conferred _____ Dates of Attendance _____

Specialized/Vocational Training/or Military

Name _____ Location _____

Certificate Awarded _____ Dates of Attendance _____

Have you ever been convicted or pled guilty or no contest to a felony offense:

___ Yes ___ No

(Important: For purposes of employment with the City of Tioga, "convictions" include sentenced to confinement, paid fine, time served, placed on probation (including deferred adjudication) and court-ordered restitution.) If so, please explain: _____

A conviction record will not necessarily disqualify you from employment. Your case will be considered in relationship to the requirements of the position.

Are you currently employed ___ Yes ___ No

May we contact your present employer? ___ Yes ___ No

EMPLOYMENT HISTORY (Give information on last three jobs, starting with the most recent)

Name of Company _____

Address _____ Telephone _____

Dates of Employment _____ Position _____

Job Title _____ Job Duties _____

Supervisor _____ Reason for Leaving _____

Name of Company _____

Address _____ Telephone _____

Dates of Employment _____ Position _____

Job Title _____ Job Duties _____

Supervisor _____ Reason for Leaving _____

Name of Company _____

Address _____ Telephone _____

Dates of Employment _____ Position _____

Job Title _____ Job Duties _____

Supervisor _____ Reason for Leaving _____

REFERENCES

Give Names and telephone numbers or three personal professional references:

SKILLS/EXPERIENCE (List any special skills or experience that may be considered)

I, _____, certify that the answers given herein are true and complete to the best of my knowledge. I hereby authorize the City of Tioga the right to investigate all statements contained in this application. In the event of employment, I understand that false statements on the application shall be grounds for dismissal.

By this statement the City of Tioga discloses to you that a criminal history check, a driving record and other background information may be obtained for employment purposes as part of the pre-employment background investigation to evaluate your eligibility for hire, and at any time during your employment. I understand that I will be subject to a physical examination and drug testing prior to employment.

I further understand that employment with the City of Tioga is an "at-will" relationship, which means that I may resign at any time, and the City of Tioga may discharge me at any time with or without cause.

Please sign below to signify that this information has been disclosed to you and that you provide authorization to the City of Tioga to investigate all statements and to obtain a criminal history check.

Applicant's Signature

Date