

**APPLICATION
FOR EMPLOYMENT**



The City of Plainview, as an equal employment opportunity employer, considers qualified applicants without regard to race, color, religion, national origin, creed, gender, age, disability, marital or veteran status, or any other legally protected status.

901 Broadway
Plainview, Texas 79072
(806) 296-1139

PLEASE COMPLETE IN YOUR OWN HANDWRITING.

Be thorough. Your answers may determine whether or not you are considered for the job.

Last Name			First Name			Middle Name		
Current Address								
City			State			ZIP Code		
Home Telephone No.						Alternate Telephone No.		
Social Security No.								
Drivers License No.			Issuing State			Class		Expiration Date
Is your drivers license currently restricted, suspended, or revoked? ___ Yes ___ No								
List any CDL Endorsements: _____								

Position applying for: _____
(This application will be used for one position only. If you wish to apply for other positions, you will need to submit a separate application for each one.)

How did you learn about this job opening?
___ Newspaper (Which one? _____)
___ City Bulletin Board / Walk-in
___ Friend or Relative
___ Job Line
___ Other

Check all types of work you will accept: _____ Full-time
_____ Part-time
_____ Seasonal/Temporary
_____ Shift work
_____ Night work

EDUCATIONAL HISTORY

Did you graduate from high school or obtain a GED certificate? ___ Yes ___ No

What high school did you attend? _____

Highest grade completed? _____

Tell about your education AFTER you graduated high school. List any colleges, universities, business, correspondence, military, technical, and/or trade schools that you attended.

Institution Name	Location	Course of Study	Degree

A certified copy of your transcripts may be required prior to your beginning employment.

MILITARY SERVICE

Are you a Veteran? ___ Yes ___ No

What branch of service? _____

Date entered _____

Date discharged _____

Describe any job-related training received in the United States military: _____

EMPLOYMENT

Are you presently employed? ___ Yes ___ No

Are you currently on lay-off status subject to recall? ___ Yes ___ No

What date are you available to begin work? _____

Have you ever filed an application with us before? ___ Yes ___ No

Have you worked for us before? ___ Yes ___ No

If yes, when and in what department? _____

WORK EXPERIENCE Start with your present or most recent job and work backward in time.

You may mention any job-related military service assignments and volunteer activities. You may exclude any organizations which would tend to indicate race, color, religion, gender, national origin, disabilities, or protected status. Please describe all of your work experience thoroughly. Failure to provide complete information may disqualify you from consideration. Attach additional pages if necessary.

Employer	Dates Employed Beginning Mo/Yr:	Description of Duties:
Address	Ending Mo/Yr:	
City/State/ZIP	Hourly Wage or Annual Salary	
Telephone Number	Beginning:	
Job Title	Ending:	
Supervisor's Name	Hours per week:	
Reason for leaving		
May we contact? ___ Yes ___ No		

Employer	Dates Employed Beginning Mo/Yr:	Description of Duties:
Address	Ending Mo/Yr:	
City/State/ZIP	Hourly Wage or Annual Salary Beginning:	
Telephone Number	Ending:	
Job Title	Hours per week:	
Supervisor's Name		
Reason for leaving		
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Employer	Dates Employed Beginning Mo/Yr:	Description of Duties:
Address	Ending Mo/Yr:	
City/State/ZIP	Hourly Wage or Annual Salary Beginning:	
Telephone Number	Ending:	
Job Title	Hours per week:	
Supervisor's Name		
Reason for leaving		
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Employer	Dates Employed Beginning Mo/Yr:	Description of Duties:
Address	Ending Mo/Yr:	
City/State/ZIP	Hourly Wage or Annual Salary Beginning:	
Telephone Number	Ending:	
Job Title	Hours per week:	
Supervisor's Name		
Reason for leaving		
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Explain any gaps in employment: _____

Describe any special training, apprenticeships, skills, and extra-curricular activities: _____

List professional, trade, business, or civic activities and offices held. You may exclude mentioning memberships which would reveal gender, race, religion, national origin, age, ancestry, disability, or other protected status.

Disclose any specialized job-related licenses or certificates. Mention the type of license, which State issued it, the issuing date, and the expiration date.

PERSONAL AND PROFESSIONAL REFERENCES (DO NOT INCLUDE family members or past supervisors.)

Name	Address	Telephone Number

CRIMINAL CONVICTION RECORD

Before a job offer is made, the City will investigate an applicant's criminal conviction history and driving record. Past convictions will not necessarily disqualify an applicant from consideration. However, falsification of a conviction record is a bar to employment.

Convictions include guilty pleas and nolo contendere (no contest) pleas.

Have you been convicted of any felony offenses within the past ten years? Yes No

Have you been convicted of any misdemeanor offenses within the past five years? Yes No

Have you been convicted of any traffic violations within the past three years? Yes No

Are you currently pending trial for a felony, misdemeanor, or traffic offense? Yes No

If you answered yes to any of the above, please explain. Include type of offense, date, and place of occurrence.

Proof of citizenship or immigration status will be required upon employment. Can you provide proof of both your identity and your right to work in the United States? Yes No

Are you related to anyone currently employed by the City of Plainview? Yes No

Are you related to the Mayor and/or any Member of the City Council? Yes No

If you answered yes to one of the above, please list name(s) and how related: _____

If you have not yet reviewed the description of the job for which you are applying, do not answer the following question. Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job for which you have applied? Yes No

APPLICANT'S STATEMENT

I certify that answers given herein are true, correct, and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I understand that this application for employment shall be considered active only until the present job opening is filled. (You will need to re-apply for each job of interest to you as it becomes open.)

I understand that the employment screening process may include all or some of the following: driver's license verification; review of criminal conviction and driving records; and completion of a background check. I also understand that if a job offer is extended to me, I may be required to undergo a pre-employment drug test, a physical examination, and/or a polygraph examination prior to employment. (You may contact the Department of Human Resources if you have questions regarding which of the above apply regarding a particular position.)

I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the City of Plainview is of an "at will" nature. This means that the employee may resign at any time and that the City of Plainview may discharge employees at any time with or without cause, as allowed by law. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the City of Plainview.

I understand that omissions and/or false or misleading information given in my application or interview(s) shall be sufficient cause to: (1) disqualify me from any further consideration as an applicant or (2) discharge me if discoveries are made after I begin employment. I also understand that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

For City use only:

Date interviewed by Human Resources

Date interviewed by Supervisor

Signature

Signature

EQUAL EMPLOYMENT OPPORTUNITY SURVEY

The City of Plainview is committed to the concept of equal employment opportunity. It is the intent of the City to be a complete equal opportunity institution in all phases of its operation.

Qualified applicants are considered without regard to race, color, religion, national origin, creed, gender, age, disability, marital or veteran status, or any other legally protected status.

The following information is requested in order for the City to comply with government regulations and affirmative action responsibilities. This data is gathered and maintained for statistical reporting purposes only.

This information will be kept **SEPARATE** from your application upon its receipt before any review of your qualifications. It will not be used in deciding who is recommended for employment or for any other personnel action.

Participating in this survey is voluntary. If you object to providing this information, you need not do so.

Name: _____

Position Applying for: _____

Date: _____

Gender:	Race/Ethnicity:	Birthdate: _____
Male _____	White _____	Age: _____
Female _____	Black _____	
	Hispanic _____	
	Asian or Pacific Islander _____	
	American Indian or Alaska Native _____	

Disabled? ___ Yes ___ No

If you answered yes, please explain: _____

