



# APPLICATION FOR EMPLOYMENT

Revised March 29, 2023

P E R S O N A L	Last Name		First	Middle	Date
	Street Address				Home Telephone (     )
	City, State, Zip				Business Telephone (     )
	Have you ever applied for employment with us?  Yes     No     If yes: Month and Year _____ Location _____				Social Security #
	Position Desired				Texas Drivers License #
	Are you available for full-time work?  Yes     No     If not, what hours can you work?				Desired Pay
	Are you legally eligible for employment in the United States? <i>(Proof of citizenship or immigration will be required upon employment)</i>				When will you be available to begin work?
	If employed and you are under 18, can you furnish a work permit?				Will you work overtime if asked?  Yes     No
	Other special training or skills (electrical, mechanical , clerical or technical, etc.)				Can you work weekends when scheduled or requested?  Yes     No
	Have you ever been convicted, plead guilty or no contest, or received deferred adjudication before: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give date and detail of each conviction. <i>(A conviction record is not an automatic ban to employment. The nature of the crime will be considered in relation to the position for which you are applying)</i>				
List any previous or current relatives that you may have that work for the City of Harker Heights.					
MILITARY		Did you serve in the U.S. Armed Forces?  Yes     No		If Yes , what branch	
Type discharge received _____ <i>(a less than honorable discharge is not an automatic ban to employment. The circumstances of the discharge will be considered in relation to the position for which you are applying)</i>					
Describe any training received relevant to the position for which you are applying.					
Please indicate where you saw this job vacancy advertised. Social Media _____ City Employee _____ Job Advertising Website _____ Newspaper _____ Commercial _____ Harker Heights' Website _____ Which one? _____ Employee Name _____ Which one? _____ <i>If none of the above, please indicate here _____</i>					

*Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, disability, or veteran status.*

<b>E D U C A T I O N</b>	<b>School</b>	<b>Name and Location of School</b>	<b>Course of Study</b>	<b>No. Of Years Completed</b>	<b>Did You Graduate?</b>	<b>Degree or Diploma</b>
	Graduate				Yes No	
	College				Yes No	
	Business/Trade/ Technical				Yes No	
	High School				Yes No	

<b>EMPLOYMENT</b>	Please give accurate, complete full-time and part-time employment record. Start with your present or most recent employer.
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<b>1</b>	Company Name and Address	Supervisor	Telephone (      )
		Employed - (month and year)	
		From	To
	State Job Title and Describe Your Work	Weekly pay	Start
	Reason for Leaving		

<b>2</b>	Company Name and Address	Supervisor	Telephone (      )
		Employed - (month and year)	
		From	To
	State Job Title and Describe Your Work	Weekly pay	Start
	Reason for Leaving		

3	Company Name and Address	Supervisor	Telephone (      )
		Employed - (month and year) From                      To	
	State Job Title and Describe Your Work	Weekly pay Start                      Last	
		Reason for Leaving	
4	Company Name and Address	Supervisor	Telephone (      )
		Employed - (month and year) From                      To	
	State Job Title and Describe Your Work	Weekly pay Start                      Last	
		Reason for Leaving	
We may contact the employers listed above unless you indicate those you do not want us to contact.		<b>DO NOT CONTACT</b>	
		Employer Number(s) _____ Reason	
Please provide any information you feel we should know when we contact your previous employers			
Comments regarding lapses in employment, if applicable			
Have you ever been discharged from a job or forced, or asked to resign?      Yes      No      If yes, provide explanation			
Machinery and equipment you can operate?			
If applying for an office position Typing: approximate WPM      _____      Shorthand: approximate WPM			

Business machines you can operate:	Computer experience (list software):															
<b>G O A L S</b>	What are your long-range occupational goals?															
	<b>R E F E R E N C E S</b>	<p>List the name and current phone number of four individuals (<i>not relatives or former employers</i>), who can provide a personal reference:</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 70%; text-align: center;"><u>Name and address</u></th> <th style="width: 20%; text-align: center;"><u>Phone number</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">2.</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">3.</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">4.</td> <td></td> <td></td> </tr> </tbody> </table>		<u>Name and address</u>	<u>Phone number</u>	1.			2.			3.			4.	
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1.																
2.																
3.																
4.																
<b>S I G N A T U R E</b>	<p>I certify that all the information provided in this application for employment is true, complete and correct.</p> <p>I understand and agree that the omission or misrepresentation of any fact in the application for employment will be sufficient reason for the City of Harker Heights to deny me employment. I also understand and agree that should I become employed by the City of Harker Heights and it is later discovered I have omitted or misrepresented any fact in this application, the City of Harker Heights may immediately terminate my employment upon discovery of such omission or misrepresentation. I understand and agree that should I fail my background/criminal investigation, will be grounds for disqualification or immediate termination.</p> <p><b>Applicant Signature:</b> _____ <b>Date:</b> _____</p>															