



CITY OF DALWORTHINGTON GARDENS

APPLICATION FOR EMPLOYMENT

Instructions to Applicant: Thank you for your interest in employment opportunities within the City of Dalworthington Gardens. In order for us to successfully process this application, we ask that you print clearly and use ink. Please answer all questions. We cannot process an incomplete application. If you require accommodations to complete this application or any pre-employment assessments, please notify the Human Resources Department.

PERSONAL					
Last Name:	First Name:	Email:	Date:		
Home Address:					
City:		State:	Zip Code:		
Home Phone:	Work Phone:	Email:			
Drivers License Number:	State of Issuance:	Social Security Number:			
Have you ever applied for employment with us?		Yes:	No:	If Yes, Month:	Year:
Position Desired (MUST be a specific and open position.)					
Are you willing to work:		Full-Time	Part-Time	Temporary/Seasonal	Yes: No: Availability:
Are you legally eligible for employment in the United States?			Yes:	No:	When are you available to start?
Have you ever been convicted of a misdemeanor or a felony other than minor traffic violations?			Yes:	No:	
If yes, please explain. Also, list what counties/states.					

EMPLOYMENT HISTORY					
Please give accurate, complete full-time and part-time employment records for the last seven (7) years. Use additional sheets of paper if necessary. Start with your present or most recent employer. Do not write "see resume".					
1. Name of Employer:			Start Date:	End Date:	
Address:					
City:		State:	Zip:		
Starting Position:	Last Position:	Starting Pay:	Ending Pay:		
Phone Number::	Name and Title of Immediate Supervisor:				
Reason for Leaving?					
2. Name of Employer:			Start Date:	End Date:	
Address:					
City:		State:	Zip:		
Starting Position:	Last Position:	Starting Pay:	Ending Pay:		
Phone Number::	Name and Title of Immediate Supervisor:				
Reason for Leaving?					

3. Name of Employer:				Start Date:	End Date:
Address:					
City:			State:	Zip:	
Starting Position:		Last Position:		Starting Pay:	Ending Pay:
Phone Number:			Name and Title of Immediate Supervisor:		
Reason for Leaving?					
4. Name of Employer:				Start Date:	End Date:
Address:					
City:			State:	Zip:	
Starting Position:		Last Position:		Starting Pay:	Ending Pay:
Phone Number:			Name and Title of Immediate Supervisor:		
Reason for Leaving?					
Have you been discharged or asked to resign from any job within the last seven (7) years? Yes: No:					
If yes, Please explain					
We may contact the employers listed above unless you indicate those you do not want us to contact.					
Employer Name(s)				Reason?	
Employer Name(s)				Reason?	

EDUCATION					
High School					
Name and Location					
Years Completed	9	10	11	12	Diploma/Degree
Undergraduate College/University					
Name and Location					
Years Completed	1	2	3	4	Diploma/Degree
Trade or Technical School					
Name and Location					
Years Completed	1	2	3	4	Diploma/Degree
Graduate/Professional					
Name and Location					
Years Completed	1	2	3	4	Diploma/Degree

EDUCATION

Please describe any courses, programs, or other activities in which you participated that relate to the position for which you are applying.

MILITARY SERVICE

Did you serve in the U.S. Armed Forces? Yes: No: | If yes, what Branch?

Please describe any job-related training received in the United States Military

MISCELLANEOUS

List any professional certificate / license or professional memberships related to the position for which you are applying. Also, list any foreign language skills you possess that may be of benefit in this position.

Do you have any relatives working for the City of Dalworthington Gardens? Yes: No:

If yes, please give name(s).

Have you ever worked for the City of Dalworthingtons? Yes: No:

If yes, when and under what name?

BUSINESS REFERENCES

Name and Title: Company: Phone Number:

Certification and Agreement

Please Read Carefully Before Signing:

I certify that the information contained in this application is true and correct to the best of my knowledge and understand that any false statement or omission on this application will be grounds for rejection of my application, or if employed, dismissal. I further understand that The City of Dalworthington Gardens is an at-will employer and that this application document is not a contract for employment.

- I consent and authorize the City of Dalworthington Gardens to conduct an investigation, including, but not limited to, verification of employment-related information. I authorize my former employers, schools and business references to provide any information they have regarding me and release them from any and all liability resulting from the release of such information to the City of Dalworthington Gardens. I understand that the information provided in this application will be used solely for determining my eligibility for employment.
- I understand that in accordance with the City of Dalworthington Gardens's Drug Free Workplace Policy, all applicants being considered for employment must satisfactorily pass a urine test for the purpose of determining the presence of illegal drugs or alcohol abuse.
- I understand that if an offer of employment is made, I must provide documentation evidencing my eligibility for employment in the United States, in accordance with the Immigration Reform and Control Act of 1986, as amended.
- I consent and authorize the City of Dalworthington Gardens to solicit information about my background, including, but not limited to, information about my driving record, criminal record, and general public record history. I understand that I am entitled to be advised of the nature and scope of the investigation required within a reasonable time after I ask for this information in writing. I release the City of Dalworthington Gardens, its respective employees and agents, and all persons, agencies, and entities providing information or reports about me from any and all liabilities arising out of the release of such information and reports.
- If employment is obtained under this application, I will comply with all policies and regulations of the City of Dalworthington Gardens. I agree to be responsible for city property and equipment issued to me by the City of Dalworthington Gardens until returned by me and to pay for property and equipment not returned. I agree to submit to drug/alcohol tests (random or otherwise) and additional background checks (criminal, credit and motor vehicle), if required by the city.

Applicant Signature

Date