

Application For Employment

City of Cuero, P.O. Box 660, Cuero, Texas 77954

Please Print. Application will not be considered unless completed in full and signed. Withheld and/or false information are cause for rejection or dismissal. All applications become inactive after the position is filled.

Date _____ Position Desired _____

Do you desire full or part-time work? If part-time, what hours _____

Name _____ Date of Birth: _____
(Last) (First) (Middle) Mo. Day Year

Address: _____
(Street) (City) (State) (Zip)

Telephone: (____) _____ Social Security Number: _____
Area Code

D. L. No. _____ Expires: _____ State Issued: _____ Type _____

Person to be notified in case of emergency: _____
(Name) (Relationship)

(Address) (City, State, Zip) (Telephone-Area Code)

1. Have you applied for employment with the City of Cuero before? Yes No Date: _____
2. Are you now or have you ever worked for the City of Cuero? Yes No Date: _____
3. Are you a citizen of the United States? Yes No
4. Have you ever been discharged or asked to resign because of unsatisfactory conduct or performance of duties? Yes No
5. Have you ever been convicted of a crime? Yes No

If yes, explain: _____
A criminal record will not necessarily disqualify you from employment. Your case will be considered in relationship to the requirements of the particular job.

6. Are you or your relatives related to any member of the City Council or any person employed by the by the City of Cuero? Yes No

If yes, please provide the following:

- | (Name) | (Relationship) | (Position) |
|--|----------------|------------|
| 7. Have you served in the Armed Forces or National Guard of the United States? If yes, please complete the following: <input type="checkbox"/> Yes <input type="checkbox"/> No | | |

Branch: _____ Date entered: _____ Discharged: _____
Rank at Discharge: _____ List your specific training and duties: _____

Education

Completed High School G. E. D. When _____

Highest Grade completed: _____ High School _____
(Name) (Address)

Vocational/Trade School (Name/Address)	Dates of Attendance	Certificate Received			
College/University (Name/Address)	Dates of Attendance	Major	Degree		
			Title	Date	GPA

List professional or technical licenses, registrations, certificates or memberships you possess.

Summarize special skills/qualifications that relate to requirements stated in job description.

List any equipment or machines you operate (office equipment, if applicable).

Do you speak languages other than English? Yes No If yes, specify: _____

Have you ever been bonded? Yes No If yes, for what jobs: _____

Can you perform essential physical requirements as stated in the job description? Yes No

REFERENCES

Give the names and telephone numbers of three (3) persons, other than relatives, who have knowledge of your character, experience, or ability:

	Name	Occupation/Position	Telephone (Area Code)
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

EMPLOYMENT EXPERIENCE

List each job held. Start with your Current or Last job. Include Military service assignments and volunteer activities. (Exclude groups which indicate race, color, religion, sex, disability or national origin.)

CURRENT EMPLOYER _____ **SUPERVISOR** _____

Address: _____ Phone No. (____) _____

Your Position, Title, & Duties _____

Starting Date: _____

Ending Date: _____

Starting Salary: _____

Ending Salary: _____

Reason for desiring change: _____ May we contact this employer? _____

LAST EMPLOYER _____ **SUPERVISOR** _____

Address: _____ Phone No. (____) _____

Your Position, Title, & Duties _____

Starting Date: _____

Ending Date: _____

Starting Salary: _____

Ending Salary: _____

Indicate Reason for Leaving Resigned Discharged Lay-off Other

Explain reason for leaving: _____

NEXT PREVIOUS EMPLOYER _____ **SUPERVISOR** _____

Address: _____ Phone No.(____) _____

Your Position, Title, & Duties _____

Starting Date: _____

Ending Date: _____

Starting Salary: _____

Ending Salary: _____

Indicate Reason for Leaving Resigned Discharged Lay-off Other

Explain reason for leaving: _____

NEXT PREVIOUS EMPLOYER _____ **SUPERVISOR** _____

Address: _____ Phone No. (____) _____

Your Position, Title, & Duties _____

Starting Date: _____

Ending Date: _____

Starting Salary: _____

Ending Salary: _____

Indicate Reason for Leaving Resigned Discharged Lay-off Other

Explain reason for leaving: _____

Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital, or veteran status, or the presence of a non-job-related medical condition or handicap.

EMPLOYMENT PHYSICAL AND PRE-EMPLOYMENT DRUG TESTING POLICY

The successful applicant will be required to submit to a physical and pre-employment drug test as a condition of employment.

In relation to the education and experience record you have provided, please explain in detail any time lapses due to unemployment or other reasons. _____

YOUR APPLICATION WILL NOT BE CONSIDERED UNLESS IT IS SIGNED AND ALL QUESTIONS ARE ANSWERED. * DATE OF BIRTH, SOCIAL SECURITY, AND DRIVER'S LICENSE IS NECESSARY IN ORDER TO CONDUCT A PROPER BACKGROUND CHECK.

1. The information that I have provided on this application is accurate to the best of my knowledge and subject to validation by the City of Cuero.
2. I hereby authorize any person holding information on me to release it to the City of Cuero if so requested in consideration of my application for employment.
3. I understand and agree that:
 - (a) The city will not be liable and I hereby hold harmless the City of Cuero from any claim on my behalf for any damage which may result from furnishing the information requested above.
 - (b) Any material, misrepresentation, or deliberate omission of a fact on my application may be justification for refusal or, if employed, termination from from City of Cuero employment.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No Schedule: _____
Date/Time

If No, reason:

- Incomplete Application.
- Driver License Invalid.
- Uninsurable under City Insurance due to driving record.
- Nepotism.
- Does not meet required minimum qualifications for position.
- Withheld and/or gave false information on application.
- Other _____

By: _____
City Manager/City Secretary/Department Head

Date: _____

Revised March 26, 2007