

# PRINCETON WORKS



A WORKFORCE SOLUTION

123 W. Princeton Drive  
Princeton, Texas 75407  
972/736-2416  
Fax: 972/734-2548

## Application for Temporary Employment

**INSTRUCTIONS: Resumes may be attached but will not be accepted in lieu of an application.** It is essential that all information is complete and legible to be entered into our computer system. Applications will remain in the system or on file for one year. The City of Princeton is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability, or any other characteristic protected by law.

The City acknowledges its responsibility to comply with the Americans with Disabilities Act (ADA). If you need an accommodation in order to complete this Application or to participate in any other way in the City's recruitment and hiring process, please make your request to the City's Human Resources Department at (972) 736-2416 as far in advance as possible.

The position you are applying for requires lifting, bending, stooping, climbing, reaching, pulling, pushing and other physical effort to perform the assigned tasks, are you able to perform these physical tasks with or without a reasonable accommodation? \_\_\_\_\_

Your name will be placed in a resource pool or on a rotating list in order to schedule work projects and available times. In the event that you are not available, you will be recalled in the order of your application submission.

Date of application: \_\_\_\_\_

Name: \_\_\_\_\_  
(Last) (First) (Middle)  
(Suffix)

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Phone: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ \*(Work) \_\_\_\_\_

\* May we contact you at work?  Yes  No

Driver's License: (Number) \_\_\_\_\_ (State) \_\_\_\_\_ (Type) \_\_\_\_\_  
(Expiration) \_\_\_\_\_

Are you legally authorized to accept employment in this country?  Yes  No  
(Proof of citizenship or immigration status will be required upon employment)

Are you at least eighteen (18) years of age?  Yes  No

Social Security No. \_\_\_\_\_

What dates are you available to work? \_\_\_\_\_

This temporary employment pays (minimum wage) \_\_\_\_\_

Are you available to work:

Week Days (M-F)  Weekends (Sat.,Sun.)  Evenings/Nights (after 5PM)

Other  please specify \_\_\_\_\_

Are you currently or have you ever been a party to any misdemeanor or felony criminal matter, other than minor traffic safety violations for which no arrest was made, in which you were charged, convicted, served probation, participated in deferred adjudication or other program to avoid a conviction, or made restitution or participated in pre-trial diversion or other program to avoid prosecution? (Note: Answering "yes" will not automatically bar you from employment) \_\_\_\_\_ If "yes," describe in full.

Have you applied for a job or worked for the City of Princeton before?  Yes  No

If you checked "Yes", what dates? \_\_\_\_\_

Do you or does your spouse have any friends, family members, relatives or acquaintances presently working for or holding office in the City of Princeton?  Yes  No

\*City policy prohibits or limits hiring relatives of City employees or officials in certain circumstances.

If you checked "Yes", list name(s) \_\_\_\_\_

How were you referred to the City? \_\_\_\_\_

Do you use tobacco products?  Yes  No

**DRIVER'S LICENSE INFORMATION**

Do you have a valid Texas Driver's License? \_\_\_\_\_ If "yes," Driver's License Type and Number \_\_\_\_\_

Do you have the minimum amounts of liability insurance required by Texas law? \_\_\_\_\_

Who is your insurance provider? \_\_\_\_\_

**PLEASE READ CAREFULLY BEFORE SIGNING**

I certify that the information contained in this Application (as well as in my resume or any other information about myself that I provide the City) is true and correct and that I have not omitted any information. I understand that false or misleading information given in my application, resume or interview(s) may disqualify me from further consideration, or if hired, may result in my dismissal from employment. I agree to abide by the City's policies and procedures, and understand that my employment and compensation may be terminated, with or without cause, and with or without notice, at any time, at the option of either the City or myself. I further understand that no City representative, other than the Mayor upon the authorization of the City Council, has the authority to enter into any agreement for employment for any specified period of time, and that any such agreement must be in writing and signed by both the Mayor and me.

I acknowledge that consideration for employment is contingent on the results of a reference and background check. Therefore, I hereby authorize the City to (1) investigate the truthfulness and completeness of all statements made on this application; (2) contact my schools, former and current employers (except those employers which I have specifically stated on this Application may not be contacted) and other listed references or any other persons who can verify information including local, state, and federal law enforcement personnel; and (3) discuss the results of any investigation with other City employees involved in the hiring process. In addition, I give my consent for all contacted persons including former and current employers to provide information concerning this application, and I release the City and each such person from liability that may result from the release and/or use of such information.

I also agree to provide the City with any other authorization or release it needs to complete its background investigation and to determine my suitability for employment, or continued employment, as the case may be.

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Applicant's Printed Name and Signature

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Date

**Authorization to Release Information**

I hereby request and authorize you to furnish the City of Princeton with any and all information they may request concerning my work record and personnel files, education history, military record, financial status, criminal record, and general reputation. This authorization is specifically intended to include any and all information of a confidential or privileged nature as well as photocopies of such documents, if requested. The information will be used for the purpose of determining my eligibility for employment, or ongoing employment, as the case may be.

I hereby release you and your organization from any liability, which may or could result from furnishing the information requested above or from any subsequent use of such information in determining my qualification to serve as a city employee.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Sworn to and subscribed before me on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public for the State of Texas