

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 date are you available to begin work? _____

What is your desired salary or rate of pay? _____

Are you available to work Full Time _____ Part Time _____ Temporary _____
Weekends _____ Evenings/Nights _____ Other _____

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

Education:

High School / GED: _____
(Name) (City) (State) (Date Graduated) (Degree Held)
(Years Completed)
(For Verification Purposes)

College: _____
(Name) (City) (State) (Date Graduated) (Degree Held)
(Years Completed)
(For Verification Purposes)

Other: _____
(Name) (City) (State) (Date Graduated) (Degree Held)
(For Verification Purposes)

Post-Graduate
Studies: _____
(Name) (City) (State) (Date Graduated) (Degree Held)
(For Verification Purposes)

To the extent relevant to the position for which you are applying, please complete the following:

Licenses Held: _____ Certificates Held: _____

* (Show Expirations where applicable) * (Show Expirations where applicable)

All Other Certifications:

Have you ever had a license or certification revoked, suspended or cancelled? _____

If yes, please explain

List your complete full-time, part-time and temporary employment history, including all self-employment and military service assignments. **Start with your present or most recent job and continue on additional pieces of paper if necessary.**

Job History
Present Job

Current Employer _____ Type of Business _____

Address _____ City _____ State _____ Zip Code _____

Dates Employed _____ Salary _____ Supervisor Name _____ Phone Number _____
From: To: From: To:

Job Title _____

May we contact your present employer regarding your character, qualifications, and record of employment? Yes No

Description of Duties _____

Prior Position

Former _____ Type of Business _____

Address _____ City _____ State _____ Zip Code _____

Dates Employed _____ Salary _____ Supervisor Name _____ Phone Number _____

Job Title Reason For Leaving

Description of Duties

Prior Position

Former Type of Business

Address City State Zip Code

Dates Employed Salary Supervisor Name Phone Number
From: To: From: To:

Job Title Reason For Leaving

Description of Duties

Have you ever been fired, asked to resign or resigned in lieu of termination from any job? Yes
 No

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

ADDITIONAL INFORMATION

Indicate languages other than English that you speak, read, or write, and indicate fluency in each.

Describe any specialized training, skills and extra curricular activities relevant to the position for which you are applying. _____

Have you ever been bonded? _____ If "yes," with what employer? _____

Provide any additional information you feel may be helpful to the City in considering your suitability for employment.

MILITARY

Have you ever served or do you currently serve in the U.S. Armed Forces, whether on active duty or in the reserves? _____ If yes, please describe. _____

Describe any military training and experience relevant to the position for which you are applying.

Did you receive anything other than an honorable discharge? _____ If yes, please explain _____

REFERENCES

Provide the name, address; relationship and telephone number of three references who are not related to you and who are not previous employers.

- 1. _____
- 2. _____
- 3. _____

PROFESSIONAL AND OTHER ACTIVITIES

List professional, trade, business and civic memberships and activities relevant to the position for which you are applying. Exclude those that disclose your race, color, religion, national origin, age, disability, or any other characteristic protected by law.

SPECIAL SKILLS AND QUALIFICATIONS

Summarize special skills and qualifications acquired from employment or other experiences, which are relevant to the position you are applying for. _____

DRIVER'S LICENSE INFORMATION

If the job you are applying requires that you drive your own or a City vehicle, please complete the following:

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

Has your Driver's License ever been revoked, suspended or canceled? _____
If "yes," please explain. _____

Have you been issued a citation for a moving violation in the past three years? _____
If yes, please describe in detail, including dates. _____

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

Who is your insurance provider? _____

PLEASE READ CAREFULLY BEFORE SIGNING (must be signed/dated)

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.

Applicant's Printed Name and Signature

Date

Authorization to Release Information
(must be signed/dated/notarized)

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