



CITY OF LIBERTY HILL EMPLOYMENT APPLICATION

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

PLEASE PRINT

Position(s) Applied for: _____ Date of Application: _____

How did you hear about us? _____

Full Name: _____
Last First MI

Address: _____
Number Street City State Zip

Telephone Numbers: _____
Home Cell or Alternative Number

Social Security Number: _____ Drivers License #: _____

Best time to contact you at home is: _____ a.m. / p.m. Email: _____

(CIRCLE ONE)

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before?..... Yes No
If Yes, date _____

Have you ever been employed with us before? Yes No
If Yes, give date _____

Do any of your friends or relatives, other than spouse, work here? Yes No

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? *Proof of Citizenship of immigration status will be required upon employment.* Yes No

Have you ever been convicted of a felony? Yes No

Date available for work: _____ What is your desired salary? \$ _____ per _____

Are you available to work: _____ Full-Time
_____ Part-Time (Please indicate Morning or Afternoon)
_____ Temporary (Please indicate dates available) _____

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

EDUCATION:

Elementary School Name and Address		Years completed	
High School Name and Address		Years completed	Diploma?
Undergraduate College Name and Address	Course of Study	Years completed	Diploma/Degree
Graduate/Professional School Name and Address	Course of Study	Years completed	Diploma/Degree
Other (Specify) Name and Address of School	Course of Study	Years completed	Diploma/Degree

Describe any specialized training, apprenticeship, skills and extra-curricular activities:

Describe any job-related training received while in United States military service:

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1.) Employer: _____

Address: _____
 Number Street City State Zip

Telephone Number(s): _____ Supervisor: _____

Job Title: _____ Dates employed: from _____ to _____

Work performed: _____

Hourly Rate/Salary: \$ _____ to \$ _____

Reason for leaving: _____

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

ADDITIONAL INFORMATION

Other Qualifications:

Summarize special job-related skills and qualifications acquired from employment or other experience.

Specialized Skills: (Check skills)

_____ Terminal _____ PC/MAC _____ Typewriter (WPM _____)
_____ Spreadsheet _____ Word Processing _____ Shorthand (WPM _____)

Production/Mobile Machinery (list) _____

Other (list): _____

State any additional information you feel may be helpful to us in considering your application.

Note to Applicants: *DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.*

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given. (Circle One) YES NO

REFERENCES:

Name	ADDRESS	PHONE
Name	Address	Phone
Name	Address	Phone

APPLICANT'S STATEMENT:

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

FOR CITY OF LIBERTY HILL PERSONNEL DEPARTMENT USE ONLY	
Position(s) applied for is open:	_____Yes _____No
Position(s) considered for:	_____ _____
Date:	_____
Arrange interview?	_____Yes _____No
Remarks:	_____ _____
Interviewed by:	_____ Date: _____
Employed?	_____Yes _____No Date of employment: _____
Job title:	_____ Hourly rate/Salary: \$_____per_____
Department:	_____
By:	_____ Date: _____ Name and Title