

APPLICATION FOR EMPLOYMENT

City of Jewett
114 N. Broadway, Jewett, TX 75846
903-626-4416
cityofjewett.com

Personal Information

Full Name:	Date of Birth:
Physical Address:	
Mailing Address:	
Email:	Phone:

Position Information

Position Applied For:	
Division:	Desired Salary:
Date Available to Start:	

General Information

Are you over the age of 18? yes no

Are you a U.S. citizen? yes no

If no, are you eligible to work in the U.S.A.? yes no

Alien registration number: _____ Type of Visa _____ Exp date: _____

Are you known by any other name? yes no

If yes, by what name? _____

Have you worked for the City of Jewett before? yes no

If yes, please provide department name and dates employed: _____

Are you related to any city employees and if so, please provide their name, department, and relationship: _____

Education History

Education Type	Name & Location of School	Major	Diploma/Degree
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Licenses & Certifications

License Type	Issuing Agency	Number	Expiration Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Special Skills & Qualifications

Military

Have you ever served in the U.S. Military? ___yes ___no

Branch of Service: _____ From (date to date): _____

Summarize any military training, commendations, awards, education, leadership roles, and/or experience:

Foreign Language

Language: _____ Read: _____ Write: _____

Language: _____ Read: _____ Write: _____

Work History

List below each job held in the last 10 years. Please start with current job to include military service, paid or unpaid internships, full or part time work, etc. Please list here as well as in resume (to be attached at time of application turn-in). Add additional pages (or write on back) as necessary.

May we contact this employer? ____yes ____no

Employer: _____

Address: _____

Name and Title of Supervisor: _____

Date Started: _____ Starting Position: _____ Starting Pay: \$ _____

Date Ended: _____ Ending Position: _____ Ending Pay: \$ _____

Describe Work Performed:

Reason for Leaving:

May we contact this employer? ____yes ____no

Employer: _____

Address: _____

Name and Title of Supervisor: _____

Date Started: _____ Starting Position: _____ Starting Pay: \$ _____

Date Ended: _____ Ending Position: _____ Ending Pay: \$ _____

Describe Work Performed:

Reason for Leaving:

May we contact this employer? ____yes ____no

Employer: _____

Address: _____

Name and Title of Supervisor: _____

Date Started: _____ Starting Position: _____ Starting Pay: \$ _____

Date Ended: _____ Ending Position: _____ Ending Pay: \$ _____

Describe Work Performed:

Reason for Leaving:

References

Name	Email	Phone	Occupation
1. _____			
2. _____			
3. _____			

History

Have you ever been convicted of a crime? ___yes ___no

If yes, please list offence(s). When, where, and what was the determination of the case (dismissal, probation, time served, etc.)

Agreement

I, the undersigned, attest that all of the information provided is true and correct.

Any misrepresentation or false information by me in connection with the application will constitute justifiable cause for cancellation of this application and all future applications with the City of Jewett. It will also be considered justifiable cause for termination of any position within the City of Jewett if employed.

I hereby authorize the release of my information to be used for any personal background verifications as well as persons, schools, employers, organizations, and agencies to provide the City of Jewett any personal background information in their possession. I agree to disclose any information that may be required to arrive at an employment decision. I am subject to a credit check.

I will also be subject to a drug test and must pass to avoid cancellation of this application and or position if employed by the City of Jewett.

I may be required to sign documents such as Patent and Trade Secret Agreements and Business Conduct Policy Acknowledgment and Agreement.

Print Name _____ Signature _____ Date _____