



City of El Campo Application for Employment

315 E Jackson, El Campo, TX 77437

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview should notify a representative of the Human Resources Department.

Position(s) applied for _____ Date of application _____

Name _____ Social Security # _____

Address _____

Telephone # () _____ Mobile/Other _____ Email Address _____

Have you ever been employed here before? If **yes**, give dates and positions _____

Are you legally eligible for employment in this country? Yes No

Date available for work _____ What is your desired salary range? _____

Type of employment desired _____ Full-Time _____ Part-Time _____ Temporary _____ Seasonal _____ Educational Co-Op

Driver's license # if driving may be required in position for which you are applying _____ State _____

ANSWERING YES TO THE FOLLOWING QUESTIONS DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOYMENT. FACTORS SUCH AS DATE OF THE OFFENSE, SERIOUSNESS AND NATURE OF THE VIOLATION, REHABILITATION AND POSITION APPLIED FOR WILL BE TAKEN INTO ACCOUNT.

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? Yes No

If **yes**, please provide date(s) and details _____

Employment History			
Starting with your most recent employer, provide the following information.			
Employer	Telephone #	Dates employed	Month / Year to Month / Year
Address		Compensation (Starting)	
		Hourly	Salary \$ per
Starting job title/final job title		Commission/Bonus/Other Compensation \$	
		Compensation (Ending)	
Immediate supervisor and title	May we contact for reference?	Hourly	Salary \$ per
	Yes No	Commission/Bonus/Other Compensation \$	
Why did you leave?			
Summarize the type of work performed			
What did you like most about your position?			
What were the things you liked least about the position?			
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Address		Compensation (Starting)	
		Hourly	Salary \$ per
Starting job title/final job title		Commission/Bonus/Other Compensation \$	
		Compensation (Ending)	
Immediate supervisor and title	May we contact for reference?	Hourly	Salary \$ per
	Yes No	Commission/Bonus/Other Compensation \$	
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Starting job title/final job title		Commission/Bonus/Other Compensation \$	
		Compensation (Ending)	
Immediate supervisor and title	May we contact for reference?	Hourly	Salary \$ per
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Why did you leave?			
Summarize the type of work performed			
What did you like most about your position?			
What were the things you liked least about the position?			

Skills and Qualifications
Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying.

Computer Skills (include software titles and years of experience)

Word Processing	_____	Email	_____
Spreadsheet	_____	Internet	_____
Presentation	_____	Other	_____

Educational Background
Starting with your most recent school attended, provide the following information

School (include City & State)	Years Completed	Completed	Major/Minor	GPA
		Diploma _____ Degree _____ Certification _____	GED	
		Diploma _____ Degree _____ Certification _____	GED	
		Diploma _____ Degree _____ Certification _____	GED	

References
List name and telephone number of three business/work references who are *not* related to you and are *not* previous supervisors.
If not applicable, list three school or personal references who are *not* related to you.

Name	Title	Relationship to You	Telephone	Years Known

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate any employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date _____