



215 HALBERT  
RICHWOOD, TEXAS 77531  
PHONE (979) 265-2082  
FAX (979)265-7345

## APPLICATION FOR EMPLOYMENT

(please print)

Position(s) applied for \_\_\_\_\_

Applicant Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. (\_\_\_\_\_) \_\_\_\_\_ Social Security No. \_\_\_\_\_

Drivers License No. \_\_\_\_\_ State \_\_\_\_\_ Class \_\_\_\_\_

If under 18 years of age, can you furnish a work permit? \_\_\_\_\_

Have you filed an application here before? \_\_\_\_\_

Have you ever been employed here before? \_\_\_\_\_ If yes, what dates did you work:

From \_\_\_\_\_ To \_\_\_\_\_

Are you currently employed? \_\_\_\_\_ If yes, may we contact your present employer? \_\_\_\_\_

May we contact your previous employer(s)? \_\_\_\_\_

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?  
\_\_\_\_\_ (Proof of citizenship or immigration status may be required upon employment)

Have you ever been injured on the job? \_\_\_\_\_ If so, have your injuries ever resulted in a workman's  
compensation claim? \_\_\_\_\_ Describe the nature of all injuries and claims for compensation including  
date of injury, treatment and release. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This position may require overtime hours. If so, are you available for overtime duty? \_\_\_\_\_

This position may require certification. If so, are you willing to attend training seminars and take examinations?  
\_\_\_\_\_

**EDUCATION:**

Circle years  
Completed

4 5 6 7 8  
Elementary

9 10 11 12  
High

1 2 3 4  
College

1 2 3 4  
Graduate/Pro

School Name: \_\_\_\_\_

Address: \_\_\_\_\_

Diploma/Degree: \_\_\_\_\_

Indicate any foreign languages you can read and/or write \_\_\_\_\_

	Fluent	Good	Fair
Speak	_____	_____	_____
Read	_____	_____	_____
Write	_____	_____	_____

Describe any specialized training, apprenticeship. Skills and extra-curricular activities.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe any job-related training received in the United States Military.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT EXPERIENCE:**

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

Dates Employed

(1) Employer \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Work Performed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates Employed

(1) Employer \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Work Performed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates Employed

(1) Employer \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Work Performed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates Employed

(1) Employer \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Work Performed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ADDITIONAL INFORMATION:**

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.

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

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**SPECIALIZED SKILLS:**

Check Skills		Equipment Operated Production/ Mobile Machinery (list)	Other (list)
_____ CRT	_____ Fax	_____	_____
_____ PC	_____ Calculator	_____	_____
_____ Typewriter	_____ Backhoe	_____	_____
_____ Tractor	_____ Welding	_____	_____
_____ Carpentry	_____ Welding	_____	_____

State any additional information you feel may be helpful to us in considering your application, include any licenses if applicable.

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**REFERENCES:**

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

**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 description of the activities involved in such a job or occupation is attached.

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

I certify that answers given herein are true and complete to the best of my knowledge.

I authorized investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand the information in my personal file(s) is confidential under Texas Civil Statutes However, I do hereby waive any such right of confidentiality and both authorized and request that such information be made available to the City of Richwood, 215 Halbert, Richwood, Texas 77531 to whom I have made application for employment.

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 the City of Richwood 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 acknowledged in writing by an authorized of the City.

In event of employment. I understood 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 City Richwood.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**APPLICANTS ARE CONSIDERED FOR ALL POSITIONS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, MARITAL OR VETERAN STATUS, DISABILITY, OR OTHER PROTECTED STATUS.**

**THE CITY OF RICHWOOD IS AN EQUAL OPPORTUNITY EMPLOYER.**

**BE SURE TO FILL IN ALL BLANKS. BLANK ANSWERS INVALIDATE APPLICATION.**