

# The City of Dalworthington Gardens Application for Employment

**Instructions to Applicant:** Thank you for your interest in employment opportunities within the City of Dalworthington Gardens. In order for us to successfully process this application, we ask that you print clearly and use ink. Please answer all questions. We cannot process an incomplete application. If you require accommodations to complete this application or any pre-employment assessments, please notify the Human Resources Department.

**Note:** Applications must be mailed or submitted in person (Location below). Applications listing multiple positions or without original signatures will not be considered.

## Personal

Last Name			First	Middle	Date:
					Email:
Street Address			Home Telephone		
			(      )		
City, State, Zip			Business Telephone		
			(      )		
Driver's License No.		State of Issuance		Social Security Number	
Have you ever applied for employment with us?			Yes	No	Alternate Telephone
If Yes, Month and Year _____			Location _____		(      )
Position Desired (MUST be a specific and open position.)			Will you work overtime if asked?		
			Yes      No		
Are you willing to work:			If temporary/seasonal or shift, specify availability.		
Full-Time      Part-Time      Shift      Temporary/Seasonal					
Are you legally eligible for employment in the United States?			When will you be available to begin work?		
Have you ever been convicted of a misdemeanor or a felony other than minor traffic violations?			If yes, please explain. Also, list what counties/states.		
Yes      No      (Convictions will not necessarily disqualify you for employment)					

*The City of Dalworthington Gardens is an Equal Opportunity/Affirmative Action Employer*

Applications may be mailed to:  
City of Dalworthington Gardens  
Human Resources Department  
2600 Roosevelt Drive

Dalworthington Gardens, TX 76016

Hours of operation are Monday through Friday, 8:30am - 5:00pm.

DATE: / /

POSITION:

NAME:

# Employment History

Please give accurate, complete full-time and part-time employment records for the last seven (7) years. Use additional sheets of paper if necessary. Start with your present or most recent employer. **Do not write "see resume"**.

<b>1. Name of Employer</b>	<b>Date Hired</b>	<b>Date Left</b>
<b>Street Address</b>	<b>Starting Position</b>	<b>Starting Rate of Pay</b>
<b>City, State, Zip</b>	<b>Last Position Held</b>	<b>Ending Rate of Pay</b>
<b>Phone Number</b> (      )	<b>Name and Title of Immediate Supervisor</b>	
<b>Reason for Leaving</b>		
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<b>2. Name of Employer</b>	<b>Date Hired</b>	<b>Date Left</b>
<b>Street Address</b>	<b>Starting Position</b>	<b>Starting Rate of Pay</b>
<b>City, State, Zip</b>	<b>Last Position Held</b>	<b>Ending Rate of Pay</b>
<b>Phone Number</b> (      )	<b>Name and Title of Immediate Supervisor</b>	
<b>Reason for Leaving</b>		
<hr/>		
<b>3. Name of Employer</b>	<b>Date Hired</b>	<b>Date Left</b>
<b>Street Address</b>	<b>Starting Position</b>	<b>Starting Rate of Pay</b>
<b>City, State, Zip</b>	<b>Last Position Held</b>	<b>Ending Rate of Pay</b>
<b>Phone Number</b> (      )	<b>Name and Title of Immediate Supervisor</b>	
<b>Reason for Leaving</b>		
<hr/>		
<b>4. Name of Employer</b>	<b>Date Hired</b>	<b>Date Left</b>
<b>Street Address</b>	<b>Starting Position</b>	<b>Starting Rate of Pay</b>
<b>City, State, Zip</b>	<b>Last Position Held</b>	<b>Ending Rate of Pay</b>
<b>Phone Number</b> (      )	<b>Name and Title of Immediate Supervisor</b>	
<b>Reason for Leaving</b>		

<p>We may contact the employers listed above unless you indicate those you do not want us to contact.</p>	<p style="text-align: center;"><b>DO NOT CONTACT</b></p> <p>Employer Name(s) _____ Reason _____</p> <p style="text-align: center;">Have you been discharged or asked to resign from any job within the last seven (7) years? If so, explain.                      Yes                      No</p>
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## Education

	High School	Undergraduate College/University	Trade or Technical School	Graduate/Professional
School Name and Location				
Years Completed	9 10 11 12	1 2 3 4	1 2 3 4	1 2 3 4
Diploma/Degree				
Please describe any courses, programs, or other activities in which you participated that relate to the position for which you are applying.				

## Military Service

Did you serve in the U.S. Armed Forces?	Yes	No	If yes, what Branch?
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Please describe any job-related training received in the United States Military

## Miscellaneous

List any professional certificate / license or professional memberships related to the position for which you are applying. Also, list any foreign language skills you possess that may be of benefit in this position.			
Do you have any relatives working for the City of Dalworthington Gardens? If yes, please give name(s).	<table border="1"> <tr> <td>No</td> <td>Yes</td> </tr> </table>	No	Yes
No	Yes		
Have you ever worked for the City of Dalworthington Gardens? If yes, when and under what name?	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No
Yes	No		

## Business References

Name and Title	Company	Phone Number
		( )
		( )
		( )

## **Certification and Agreement**

FAILURE TO COMPLETE THIS APPLICATION FOR EMPLOYMENT IN ITS ENTIRETY OR TO ATTACH APPLICABLE INFORMATION WILL ELIMINATE YOUR APPLICATION FROM FURTHER CONSIDERATION.

PLEASE READ CAREFULLY AND SIGN BELOW

I understand that if I am hired, it will be at the discretion of the City of Dalworthington Gardens. I understand that City employment is "At Will", which means that the City has no obligation to continue to employ me in the future, if I am hired.

I certify that the information given by me in this application and any attached information is true and complete. I understand and agree that any false information, misrepresentation, or concealment of facts is sufficient ground for either my immediate discharge without recourse or refusal of employment by the City of Dalworthington Gardens.

I authorize any of the persons, organizations, and educational institutes referenced in this application or attached information to give hiring officials of the City of Dalworthington Gardens any and all information concerning my previous employment, volunteer experience, education, motor vehicle record, criminal record, or any other information they might have, personal or otherwise, with regard to any of the subjects referenced by this application and I unconditionally and irrevocably release all such parties from all liability from any damages which may result from furnishing such information to the City of Dalworthington Gardens.

I hereby authorize the City of Dalworthington Gardens to investigate and verify any representations made by me, either orally or in writing. I hereby release the City and any individual who provides or obtains information pursuant to this authorization, from any and all liability for damages of any kind which may result to me on account of compliance, or attempts to comply, with this authorization. I am also aware that my application is subject to the Texas open records law and may be released as a public document. I also understand that this application is the property of the City of Dalworthington Gardens and will become part of my personnel file if I am hired.

I also understand that if I receive an offer of employment, such offer is conditional based on the successful passing of any applicable job-related testing or screening that is required as a condition of employment, including substance abuse screening and physical examination.

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

Date: \_\_\_\_\_