



City of Gonzales

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Affirmative Action Employer

If you need assistance in completing the employment application, please inquire at the Personnel Office. Furthermore, the City conducts pre-employment qualification testing and personal interviews in the application process. If you believe you will require reasonable accommodation (e.g. interpreter, TDD, scheduling adjustments) in the application process, please inform the Personnel Office in writing when you submit your application.

PERSONAL DATA

(Last Name) (First Name) (Initial)

(Street Address, RFD, or P.O. Box)

(City) (State) (Zip Code)

Phone Numbers: () - _____ Social Security Number: _____
 () - _____ Position(s) Applied For: _____

When would you be available to start work? _____
 Check each type of work you will accept:

- Regular Temporary
 Part time Full time

Minimum acceptable salary: \$ _____ per _____

Have you filed an application here before? Yes No

Date _____

Have you ever been employed here before? Yes No

Date _____

Are you or your spouse related to any officer or employee of this employer? Yes No

EDUCATION AND TRAINING

Name and Schools Attended and Location	Dates Attended		Average Grades	Major Field	Degree Received
	From	To			

SKILLS The following space is provided for other information concerning special training, interests, career goals, or any other data you wish to provide.

- Electric Typewriter, _____ wpm Shorthand, _____ wpm
 Adding Machine/Calculator (by touch) Copier
 PBX or other Switchboard
 Computer Software (Specify) _____
 Computer Hardware (Specify) _____
 Photography Equipment (Specify) _____
 Other _____

EMPLOYMENT EXPERIENCE List each position held. Start with your present or most recent assignment and work backward. If you need additional space, please continue on separate sheet(s) of paper. In the column at the right, describe your assignments. Attach additional sheets or a resume as necessary.

May inquiry be made of your present employer? Yes No

<i>Employer</i>	<i>From:</i>	<i>To:</i>
<i>Address</i>	<i>Dates</i>	
<i>Job Title</i>	<i>Summary of Job Duties</i>	
<i>Supervisor</i>		
<i>Reason for Leaving</i>	<i>Starting Salary:</i>	<i>Ending Salary:</i>
<i>Employer</i>	<i>From:</i>	<i>To:</i>
<i>Address</i>	<i>Dates</i>	
<i>Job Title</i>	<i>Summary of Job Duties</i>	
<i>Supervisor</i>		
<i>Reason for Leaving</i>	<i>Starting Salary:</i>	<i>Ending Salary:</i>
<i>Employer</i>	<i>From:</i>	<i>To:</i>
<i>Address</i>	<i>Dates</i>	
<i>Job Title</i>	<i>Summary of Job Duties</i>	
<i>Supervisor</i>		
<i>Reason for Leaving</i>	<i>Starting Salary:</i>	<i>Ending Salary:</i>
<i>Employer</i>	<i>From:</i>	<i>To:</i>
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<i>Job Title</i>	<i>Summary of Job Duties</i>	
<i>Supervisor</i>		
<i>Reason for Leaving</i>	<i>Starting Salary:</i>	<i>Ending Salary:</i>
<i>Employer</i>	<i>From:</i>	<i>To:</i>
<i>Address</i>	<i>Dates</i>	
<i>Job Title</i>	<i>Summary of Job Duties</i>	
<i>Supervisor</i>		
<i>Reason for Leaving</i>	<i>Starting Salary:</i>	<i>Ending Salary:</i>

ADDITIONAL INFORMATION By law, you must be authorized to work in the United States in order to be employed by this employer. If you are one of the following, please check this box:

- A citizen or a national of the United States
- An alien lawfully admitted for permanent residence.
- An alien authorized by the Immigration and Naturalization Service to work indefinitely in the United States.

Have you ever been convicted of a felony or other crime? Yes No

If yes, please explain on reverse side of page. *(You may omit convictions for minor traffic violations unless the position for which you are applying requires the operation of a motor vehicle. Conviction will not result in your automatic disqualification for employment. The seriousness of the crime, the date of conviction, and the relevance of the crime to this position will be considered.)*

If the position for which you are applying requires the operation of a motor vehicle, do you have a current Texas Driver's License? Yes No License No _____

Type of license: Operator Commercial Chauffeur

REFERENCES List three persons not related to you who are qualified to describe your capabilities for the position you seek.

Name	Address	Phone	Occupation

I certify that the statements and information contained herein are true, complete, and correct to the best of my knowledge, and I authorize any former employer to release to this employer or its authorized representative any and all employment records and other information it may have about my employment. I understand that the information will be used for the purpose of evaluating my application for employment and that I am responsible for providing legal documents verifying my identity and eligibility for employment. In addition, I understand that, if selected for an interview, true copies of all degrees, certificates, or licenses listed on this application will be required before an employment decision can be made. A photocopy of this authorization shall be as valid as the original.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time, and that intentional misrepresentation on my application or during the interview process will subject me to immediate discharge.

I also understand that only written representations and promises of this employer will be enforceable.

Date: _____ Signature of Applicant: _____

