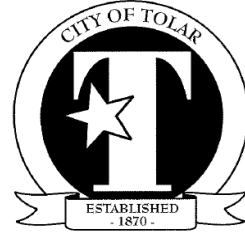


OFFICE USE ONLY
RECEIVED BY: _____
DATE: _____
TIME: _____
REVIEWED BY: _____



APPLICATION FOR EMPLOYMENT

The City of Tolar is an Equal Opportunity Employer. Qualified applicants will be considered for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

PRINT OR TYPE

Title of Job Applying for: _____ Date: _____

Applicant's Name: _____
Last First Middle

Address: _____
Street City State Zip

Telephone No.: _____
(Area Code) Home Phone No. (Area Code) Cell Phone No.

Best time to contact you at home is:

Social Security Number: _____

Driver's License Number: _____ State: ____ Type: _____ Expiration Date: _____

Have you ever been employed by the City of Tolar? Yes _____ No _____

If yes, date and department: _____

Date available for work: _____

Are you able to work: Full-time _____ Part-time _____ Temporary _____

Are there any restrictions to the hours you can work? Yes _____ No _____

If yes, explain: _____

Are you related to any city employee or elected official of the City of Tolar?

Yes _____ No _____

If yes, whom: _____ Relationship: _____

Do any of your friends work for the City of Tolar? Yes _____ No _____

If yes, state friend's name and position: _____

Are you currently employed? Yes _____ No _____

May we contact your present employer? Yes _____ No _____

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? Yes _____ No _____

Proof of citizenship or immigration status may be required upon employment.

EDUCATION

Type of School	Name and Address	No. of Years Attended	Grad. Yes/No	Major	Degree
High School or GED (circle one)					
University					
Other					

Military Service Record:

Are you a veteran? Yes _____ No _____ Branch: _____

Date Entered: _____ Date Discharged: _____

Have you ever been convicted, pled guilty or no contest to a felony offense? Yes _____ No _____

(Important: For purposes of employment with the City of Tolar, "convictions" include sentenced to confinement, paid fine, time served, placed on probation (including deferred adjudication) and court-ordered restitution.) If so, please explain: _____

A conviction record will not necessarily disqualify you from employment. Your case will be considered in relationship to the requirements of the position.

Have you reviewed the job description for the position which you are applying? Yes _____
 No _____

If yes, do you have any physical, mental, or medical impairment that will impede your ability to satisfactorily perform the job applied for? Yes _____ No _____ If so, what type(s) of job accommodations will enable you to perform the job?

Personal / Professional References: (Do not include family members or former supervisors).

EMPLOYMENT HISTORY: (start with the most recent)

Employer	Dates Employed		Work Performed
Address	From	To	
Telephone			
Job Title	Hourly Rate/Salary		
Supervisor	Beginning	Ending	
Reason for Leaving			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	Dates Employed		Work Performed
Address	From	To	
Telephone			
Job Title	Hourly Rate/Salary		
Supervisor	Beginning	Ending	
Reason for Leaving			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	Dates Employed		Work Performed
Address	From	To	
Telephone			
Job Title	Hourly Rate/Salary		
Supervisor	Beginning	Ending	
Reason for Leaving			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	Dates Employed		Work Performed
Address	From	To	
Telephone			
Job Title	Hourly Rate/Salary		
Supervisor	Beginning	Ending	
Reason for Leaving			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Qualifications Summary: In detail, list qualifications and skills you possess, including any light/heavy equipment/machinery operated:

List any other information you feel will be helpful in considering your application.

I, _____, certify that the answers given herein are true and complete to the best of my knowledge. I hereby authorize the City of Tolar the right to investigate all statements contained in this application. In the event of employment, I understand that false statements on the application shall be grounds for dismissal.

By this statement the City of Tolar discloses to you that a criminal history check, a driving record and other background information may be obtained for employment purposes as part of the pre-employment background investigation to evaluate your eligibility for hire, and at any time during your employment. I understand that I will be subject to a physical examination and drug testing prior to employment.

I further understand that employment with the City of Tolar is an "at-will" relationship, which means that I may resign at any time, and the City of Tolar may discharge me at any time with or without cause.

Please sign below to signify that this information has been disclosed to you and that you provide authorization to the City of Tolar to investigate all statements and to obtain a criminal history check.

Applicant's Signature

Date

CRIMINAL HISTORY VERIFICATION / AUTHORIZATION FORM

I, _____, have been notified that a Computerized Criminal History (CCR) verification check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on the Name and Date of Birth identifiers I supply.

For the purpose of obtaining a CCR, a date of birth is required; however, this data (the birthdate) will be separated from the job application and will not be used to evaluate my capability for the job that I am currently seeking.

I voluntarily and fully authorize the City of Tolar to obtain a criminal history check as part of the hiring process.

Signature of Applicant

Date

Printed Name of Applicant

Date of Birth

**CITY OF TOLAR
AUTHORITY TO RELEASE INFORMATION**

In submitting this application for employment, I authorize the City of Tolar to verify all data needed to support the information provided, and to obtain references from my past and present employer(s).

Therefore, I respectfully request that past and/or present employer(s) release pertinent information to the City of Tolar, which will be utilized to evaluate my suitability for the job that I am currently seeking. The information will be maintained in the strictest confidence.

Applicant's Signature

Date