



CITY OF TOLAR

PO BOX 100

8712 W HWY 377

TOLAR TEXAS 7647

PH. 254-835-4390

FAX 254-835-4392

## *Employment Information Page*

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Thank you for your interest in employment with the City of Tolar. The City of Tolar is an equal opportunity employer and does not discriminate in its employment practices on the basis of race, color, religion, sex, national origin, age or disability. Reasonable accommodation for persons with disabilities will be made upon request.

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### **APPLICATION INFORMATION - READ VERY CAREFULLY**

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- ☐ The City of Tolar accepts applicants for posted job vacancies only. All individuals who wish to be considered for employment are required to complete and sign an Employment Application. A resume may be attached; however the application form must be completely filled out in order to be accepted. Incomplete applications, including failure to sign the application form or applications that are not legible will not be accepted.
- ☐ We do not accept unsolicited applications or resumes. Every application must have the name of the open posted position listed.
- ☐ You must meet all of the qualifications of the position for which you are applying. If questions are not applicable, enter "N/A". Do not leave blank.
- ☐ The application form and all attachments become the property of the City of Tolar. Information provided by applicants is subject to disclosure in accordance with the provisions of the Texas Public Information Act.
- ☐ All information on the application form and any attachments are subject to verification. If an applicant is recommended for hire, the following checks will be made; an evaluation of the applicant's driver's license record, work references and a criminal history check. After a conditional offer of employment is made, a medical examination and a drug test will be required for all positions. Applicants refusing to cooperate, failing to show up for scheduled appointments and/or failing to successfully pass required tests will be disqualified from consideration for employment with the City of Tolar.

The CITY OF TOLAR is an EQUAL OPPORTUNITY EMPLOYER

We are interested in finding out just how well, or how poor, a job we are doing as an Equal Opportunity Employer.

The information you provide us will be used to study recruiting and employment patterns, and to determine whether information about the City job openings is reaching all segments of the community.

Please give us your cooperation by completing this questionnaire and returning it with your application.

DATE \_\_\_\_\_

NAME \_\_\_\_\_

LAST

FIRST

MIDDLE

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

Title of Job Applying For: \_\_\_\_\_

Is This Job:    ☐ Regular    ☐ Full-Time    ☐ Temporary, Full-Time    ☐ Part-Time    ☐ Volunteer

Check one:

☐ Male

☐ Female

Birth Date:

\_\_\_\_\_

Mo.    Day    Yr.

Check Highest Level of Education Completed

☐ 0 - 5 Grade

☐ College

☐ 6 - 8 Grade

☐ Bachelor's Degree

☐ 9 - 11 Grade

☐ Master Degree

☐ High School

☐ Law Degree

☐ Grad or GED

☐ Doctoral

☐ Jr College

**How did you learn about this job?**

☐ Newspaper

☐ City Employee

☐ Internet

☐ City Personnel Office

☐ Employment Agency or TWC

# City of Tolar

## Employment Application

Date of Application: \_\_\_\_\_

Emergency Contact Information:

Position Applied for: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Salary Requirement: \_\_\_\_\_

Relationship: \_\_\_\_\_

Date available for work: \_\_\_\_\_

Phone No.: \_\_\_\_\_

How did you learn about this position?

Alt. Number: \_\_\_\_\_

- ☐ Relative      ☐ Walk-in  
☐ Friend      ☐ Other: \_\_\_\_\_

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

Last

First

Middle

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

Street

City

State

Zip

Telephone Number: \_\_\_\_\_ Cell Phone/ Alternate Number: \_\_\_\_\_

Email: \_\_\_\_\_ DL Number: \_\_\_\_\_ State: \_\_\_\_\_

Read carefully and answer by circling Yes or No to ALL questions

- Are you related to any current employee of the City of Tolar? ..... Yes / No  
Relative's Name \_\_\_\_\_ Relationship: \_\_\_\_\_
- If hired can you provide proof that you are legally entitled to work in the US? ..... Yes / No
- Have you previously worked for the City of Tolar? If yes, provide following info ..... Yes / No

Dates of Employment: \_\_\_\_\_

Position and Department: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

- Have you ever been discharged, fired or asked to resign from any job? ..... Yes / No  
If yes, explain \_\_\_\_\_
- Are you at least 18 years of age? ..... Yes / No
- Are you able to meet the attendance requirements for the position? ..... Yes / No
- Are you able to travel (if necessary) for the position? ..... Yes / No
- Are you able to meet the driver requirements of the position (if applicable)? ..... Yes / No
- Do you speak a language(s) other than English in which you are fluent? If yes, please list ..... Yes / No

☐ Read ☐ Write ☐ Speak

## EDUCATIONAL BACKGROUND

High School Diploma ☐ Yes ☐ No

GED ☐ Yes ☐ No

High School attended: \_\_\_\_\_

College or University attended & location: \_\_\_\_\_

College Degree? ☐ Yes ☐ No Completed ☐ 1 yr ☐ 2 yrs ☐ 3 yrs ☐ 4 yrs

List any Degrees/certifications earned: \_\_\_\_\_

### Skills, Qualifications, and Certificates

☐ Microsoft Word ☐ Microsoft Excel ☐ Outlook ☐ 10-key by touch ☐ Other

☐ Windows (98, XP, Vista, 10) ☐ Internet

List any other skill, qualifications or certifications which may assist you in performing the duties of the position for which you have applied: \_\_\_\_\_

**Licenses, Certificates and other forms of recognition:** (applicants may be required to provide copies of licenses and certificates)

Type of License	Issued by	Expiration Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

List mechanical equipment you can operate skillfully: (operator or labor positions only)

### Military Background

Have you ever served in the Armed Forces of the United States? Yes / No

If yes, provide branch: \_\_\_\_\_ List Rank at Entry: \_\_\_\_\_

Last Rank Achieved: \_\_\_\_\_

### REFERENCES

List name and telephone number of three (3) business/work referenced that are not related to you. If not applicable, list three school or personal references that are not related to you.

Name	Telephone Number	Relationship	Years Known
	( )		
	( )		
	( )		

## EMPLOYMENT HISTORY

Begin with your present or last job. Include all employment (last 10 years minimum, if applicable) including each position held (even with same employer). Summarize experience including technical, supervisory and managerial responsibilities including number of employees supervised. If you need additional space, you can copy and attach to application.

**Resumes will not be accepted as substitution for employment history.** However you may attach a resume in addition to your application.

MUST BE FILLED OUT COMPLETELY - DO NOT ATTACH A RESUME INSTEAD OF COMPLETING

Current or Most Recent Employer:			
Address:		City	State Zip
Supervisor's Name & Title:		Phone Number:	
		May we contact this employer? Yes / No	
Employed :		Salary/Hourly Rate:	
From:	To:	Begin:	End:
Job Duties:			
Job Title:			
Reason for Leaving?			
Check appropriate box: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary/ Seasonal			

Employer:			
Address:		City	State Zip
Supervisor's Name & Title:		Phone Number:	
		May we contact this employer? Yes / No	
Employed :		Salary/Hourly Rate:	
From:	To:	Begin:	End:
Job Duties:			
Job Title:			
Reason for Leaving?			
Check appropriate box: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary/ Seasonal			

Current or Most Recent Employer:			
Address:		City	State      Zip
Supervisor's Name & Title:		Phone Number:	
		May we contact this employer?      Yes / No	
Employed :		Salary/Hourly Rate:	
From:	To:	Begin:	End:
Job Duties:			
Job Title:			
Reason for Leaving?			
Check appropriate box: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary/ Seasonal			

Employer:			
Address:		City	State      Zip
Supervisor's Name & Title:		Phone Number:	
		May we contact this employer?      Yes / No	
Employed :		Salary/Hourly Rate:	
From:	To:	Begin:	End:
Job Duties:			
Job Title:			
Reason for Leaving?			
Check appropriate box: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary/ Seasonal			

Employer:			
Address:		City	State      Zip
Supervisor's Name & Title:		Phone Number:	
		May we contact this employer?      Yes / No	
Employed :		Salary/Hourly Rate:	
From:	To:	Begin:	End:
Job Duties:			
Job Title:			
Reason for Leaving?			
Check appropriate box: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary/ Seasonal			

## Consent to perform Criminal History Background Check

I, \_\_\_\_\_ am an applicant for employment with the City of Tolar and have been advised that as part of the application process, the City of Tolar conducts a criminal history background check. I do hereby consent to the City use of any information provided during the application process in performing the criminal history check.

The City has informed me that I have the right to review and challenge any negative information that would adversely impact a decision to offer employment. In addition, I have been informed that I will have a reasonable opportunity to clear up any mistaken information reported within a reasonable time frame established with the sole discretion of the City.

1. Have you ever been convicted or plead guilty before in a county of any federal, state or municipal criminal offense? Yes / No  
If yes, explain. \_\_\_\_\_
2. Have you ever received deferred adjudication or similar disposition for any federal, state or municipal criminal offense? Yes / No  
If yes, explain. \_\_\_\_\_
3. Have you ever received probation or community supervision for any federal, state or municipal criminal offense? Yes / No  
If yes, explain. \_\_\_\_\_
4. Are you currently on probation? Yes / No  
If yes, explain. \_\_\_\_\_
5. Have you ever been convicted of any criminal offense in a county outside the jurisdiction of the United States? Yes / No  
If yes, explain. \_\_\_\_\_
6. \_\_\_\_\_

List other names if different than name on the front of application (i.e. maiden, divorce, legally changed, etc.)

\_\_\_\_\_

\_\_\_\_\_

### Applicant's Statement

**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 (1) eliminate me from further consideration for employment, or (2) may result in my immediate termination from the employer's service, whenever it is discovered.**

I authorize the City of Tolar to investigate my personal history and/or employment record and to contact any and all references to obtain additional job related information about me. In consideration for the City's acceptance of my application, I release from liability the City of Tolar, its officials and employees, and all other persons, from claims and damages in connection with furnishing such information.

I understand that all potential employees are subject to a drug screen, physical examination and criminal background check in addition to business and/or personal reference checks. I understand that the employment process may include a review of my driving record which is on file with appropriate law enforcement agencies. I also agree that if I am employed in a job requiring the operation of a motor vehicle, my failure to maintain an acceptable driving record may result in my discharge.

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 for in this regard.

I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between the City of Tolar and myself for either employment, or for the providing of any benefit. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the City of Tolar unless made in writing. If an employment relationship is established, I understand that I have the right to terminate my employment at any time and that the City of Tolar retains the same right. The City of Tolar is an equal opportunity employer.

I have received, read and understand the job description associated with the position for which I am applying.

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

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

Return applications to: City of Tolar, P. O. Box 100 Tolar Texas 76476