

**Application for Employment
City of Converse (“the City”)
An Equal Opportunity Employer**

The City is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or any other legally protected status in employment or the provision of services.

These instructions must be followed exactly. Read this entire form carefully. Please print neatly. If a question is not applicable, write “NA.” Use the back of Information/Explanation Page if more space is needed to give a complete answer.

By completing this Application, I understand and agree that:

- A. I authorize the City to conduct a check of my references and my background and to investigate all information provided during my application process and, if I become employed, after my employment. A poor credit history or conviction will not automatically result in disqualification from employment;
- B. Employment, if offered and accepted, is subject to an acceptable result of a background check;
- C. This Application is the property of the City and any misrepresentation, falsification or omission of information is cause for non-consideration or, if I become employed, cause for termination of employment;
- D. This Application is not a contract and employment with the City is at-will. This means that if I become employed, the City or I may terminate my employment at any time and for any or no cause; and
- E. I waive all legal rights and causes of action arising out of a background check conducted by or at the request of the City, including investigation into my employment history, reputation, education, and credit history.

1. Position Applied For:

Date of Application:

2. Name:

Last Name

First Name

Middle Name (Full)

Maiden Name

3. Other Names you have used or are known by:

4. Address:

Number

Street

City

State

Zip

Yrs Months
How long at this address?

5. Cell Phone:

Home Phone:

Other:

18. EDUCATION (Use the next page if more space is needed.)

For High School/GED, trade schools, colleges or universities, please provide the following information for each: Name of school/training, City and State; the number of years/hours completed; state whether you graduated and give type of degree or explanation of specialty.

	Name, City, and State	Number of Years/Hours Completed	Did you graduate? Give type of degree or specialty.
High School or GED:			
College:			
Other Education or Training:			
Other Education or Training:			
Other Education or Training:			

Information/Explanation Page
Please do not remove this page.
Use it, front and back, to provide additional information.

19. REFERENCES

Please list three non-relatives who know your work experience and have known you for at least one year.

Name	Employer and Address	Phone	Business Title	Years Known

20. List current licenses or credentials you currently hold that are pertinent to the position applied for:

21. Military Service: None Prior Currently serving

22. Are you in the Guard or Reserves? Yes No

(If yes, indicate your monthly, weekly or annual obligation)

23. If you are currently employed, may we contact your current employer? Yes No

24. EMPLOYMENT HISTORY (You must complete this section, even if attaching a resume.)

Give your history of employment starting with your **present or most recent job first**. List all jobs for the past **ten (10)** years. If you need additional space, please use the Information/Explanation Page. **Explain any gaps.** (Include volunteer work if the experience is relevant to the job for which you are applying.)

Dates of Employment (give month and year, as in "June 2013")	Employer's Name and Address	Supervisor's Name and Phone Number	Pay at Time of Separation	Job Title of Last Job Held	Reason(s) for Leaving. Please give detailed information.

25. CERTIFICATION:

I certify that I have fully and accurately answered all questions and have given all information requested in this Application for Employment.

I understand that any wrong or incomplete information on the form may disqualify me for further consideration for employment or, if discovered after I am hired, may be grounds for my immediate dismissal.

I understand that all such information is subject to verification by the City, and hereby give my consent to the City to investigate my background and qualifications using any means, sources, and outside investigators at its disposal.

Finally, I understand that submission of this Application does not necessarily mean that I will be hired, and that if I am hired, my employment will be at-will, and either I or the City may terminate my employment at any time, with or without notice or reason.

I have read and understand this Application for Employment and the attached Job Description and I can perform the essential job duties with or without reasonable accommodations. Y N

Applicant's Signature

Date Signed

**XXX-XX-
Social Security Number
(Last Four Digits)**