



City of Clute
108 E. Main St.
Clute, Texas 77531

An equal opportunity employer

Application for Employment

Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Name: _____, _____, _____
Last First MI Suffix

Address: _____, _____, _____
Number Street City State Zip

Telephone: _____ Home Cell email: _____

Position Applied For: _____ Date of Application: _____

If necessary, the best time to call you is: AM PM

May we contact you at work? Yes No

Number to contact: _____

Have you ever applied for employment with the City of Clute? Yes No

If yes, please give dates and positions applied for.

Have you previously been employed by the City of Clute? Yes No

If yes, dates: _____

Are you legally eligible for employment in the United States? Yes No

Date available for work: _____

Type of work desired: F/T P/T Temp

Desired Salary Range: \$ _____ per _____

Will you travel if work requires it? Yes No

Will you work overtime if required? Yes No
If no, please explain:

Are you aware of and able to perform the "essential functions" of the job you are applying for (with or without reasonable accommodation)? Yes No

This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues will be address at a later stage to the extent permitted by law.

Driver's License: _____
Number State

If driving may be required in the job for which you are applying.

Have you ever been bonded? Yes No

Answering "yes" to the following question does not constitute an automatic bar to employment. Factors such as the date of the offense, seriousness of the violation, rehabilitation efforts, and the position applied for will be taken into account. NOTE: You are not required to disclose juvenile records that have been sealed.

Have you ever pleaded "guilty," "no contest," or been convicted of a crime? Yes No

If yes, please explain dates and details:

Employment History: Beginning with your most recent, please provide the following information.

<u>Employer:</u> _____	<u>Phone:</u> _____	Dates Employed (MM/YY) _____ to _____		
<u>Address:</u> _____	<u>City:</u> _____	<u>State:</u> _____	<u>Zip:</u> _____	Salary: \$ _____ per _____
<u>Position Held:</u> _____				May we contact this employer for reference? Yes No
<u>Summary of Work Performed:</u> _____				Supervisor Name: _____
<u>Reason for Leaving:</u> _____				Phone: _____
				Email: _____
<u>What did you like best about this position?</u>		<u>What did you like least about this position?</u>		
_____		_____		

<u>Employer:</u> _____	<u>Phone:</u> _____	Dates Employed (MM/YY) _____ to _____		
<u>Address:</u> _____	<u>City:</u> _____	<u>State:</u> _____	<u>Zip:</u> _____	Salary: \$ _____ per _____
<u>Position Held:</u> _____				May we contact this employer for reference? Yes No
<u>Summary of Work Performed:</u> _____				Supervisor Name: _____
<u>Reason for Leaving:</u> _____				Phone: _____
				Email: _____
<u>What did you like best about this position?</u>		<u>What did you like least about this position?</u>		
_____		_____		

<u>Employer:</u> _____	<u>Phone:</u> _____	Dates Employed (MM/YY) _____ to _____		
<u>Address:</u> _____	<u>City:</u> _____	<u>State:</u> _____	<u>Zip:</u> _____	Salary: \$ _____ per _____
<u>Position Held:</u> _____				May we contact this employer for reference? Yes No
<u>Summary of Work Performed:</u> _____				Supervisor Name: _____
<u>Reason for Leaving:</u> _____				Phone: _____
				Email: _____
<u>What did you like best about this position?</u>		<u>What did you like least about this position?</u>		
_____		_____		

Employment History: Continued.

Explain any gaps in your employment history, other than those due to illness, personal injury, or disability.

Have you ever been fired, terminated, or asked to resign from a job?
If yes, please explain.

Yes

No

Skills and Qualifications:

Summarize any special training, skills, qualifications, certifications, or licenses that may assist you in performing the position for which you are applying.

Education: Starting with the most recent school attended, please provide the following information.

<u>School Name, City, and State</u>	<u>Years Attended</u>	<u>Field of Study</u>	<u>Degree, Cert., or Hours</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

References: List three personal or professional references who are not relatives or former supervisors.

<u>Name</u>	<u>Relationship</u>	<u>Phone Number</u>	<u>Years Known</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Related Information:

In your current or prior job, have you written instructions or directions to be followed by employees or customers?

Yes No N/A If yes, describe:

Please state any other job-related information you would like us to know about you.

Applicant Statement:

I certify that all information I have provided in order to apply for and secure work for this employer is true, complete, and correct.

I expressly authorize, without reservation, the employer, its representatives, employees, or agents to contact and obtain information from all references (personal or professional), employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees, or representatives, for seeking, gathering, and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations, or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and that no question on this application is used for the purpose of limiting or eliminating any applicant from consideration of employment on any basis prohibited by applicable local, state, or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and wish to be considered for employment, it may be necessary for me to reapply and complete a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time with or without cause and with or without notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specific period or definite duration, I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary, and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

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 form in this regard.

This employer does not tolerate willful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding and applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, genetic information, citizenship, age, disability, or any other protected status under applicable local, state, or federal law. This employer likewise does not tolerate harassment based on sex, race, color, religion, national origin, genetic information, citizenship, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, assaults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials and any other words or conduct intended to demean, stigmatize, intimidate, or single out a person because of his or her membership in a protected category.

Harassment of our employees is strictly prohibited, whether it is committed by a manager, coworker, subordinate, or non-employee such as a vendor or customer.

This employer takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect will be sufficient grounds to (1) eliminate me from further consideration of employment, or (2) may result in my immediate discharge from the employer's service whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand, and accept all terms of the foregoing applicant statement.

Signature of Applicant _____ **Date:** _____

Social Security Number: _____

We will use this information only for employment purposes and will make reasonable efforts to safeguard your information.