



City of Lacy Lakeview

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<http://www.lacylakeview.org>

Employment Application

An Equal Opportunity Employer

We welcome and appreciate your interest in employment with the City of Lacy Lakeview. We are an equal opportunity employer. No question on this application is intended to secure information for discriminatory purposes.

Applicants are required to submit accurate, complete and truthful information in response to questions on this application, on a resume, and other information provided, including post-offer medical history information and information related to the post-offer drug test provided by the City's designated physician. Failure to do so will be grounds for rejection of this application. Applicants must provide supplemental written information where necessary to accurately and completely respond to questions. If the applicant selected for this position is not a City employee, his/her employment history will be checked for a minimum of two previous employers, or for the past ten years, whichever is greater. If the applicant is a City employee, a review of the employee's personnel file and a reference check of the immediate supervisor will be reviewed.

This form is part of the examination process. Before completing the application, consider the duties of the job with or without reasonable accommodation and minimum qualifications for the specific job for which you are applying. You must meet the minimum qualifications of the position to be considered.

The City of Lacy Lakeview reserves the right to disqualify any application which is incomplete. This application may be completed at your convenience; however, failure to provide required documents by the published recruitment deadline may result in disqualification. All applicants are required to complete an application form prior to interviewing for a position. (Resumes will not be accepted in lieu of completing the application but may be attached.)

Please Print or Type

Position Applied For _____ Today's Date _____

Last Name _____ First Name _____ Middle Initial _____

Have you ever used another name for work, school or other purposes? Yes No **If yes, provide below:**

Last Name _____ First Name _____ Middle Initial _____

Last Name _____ First Name _____ Middle Initial _____

Have you ever applied for a position with the City of Lacy Lakeview before? Yes No **If yes,**

provide below: Position _____ Date _____

Answer all questions completely and accurately. Notify us promptly of any change of address and/or telephone number.

Address _____ Apt. No. _____ City _____

State _____ Zip Code _____ Telephone #s _____ / _____

E-mail _____

Education History

High School: Graduated? Yes No School Name/City _____

G.E.D.: Received? Yes No Test Center Name/City _____

Additional Academic/Vocational/Business Education

Name of School/City	Areas of Study	Trade School/College Sem. Hrs	Type of Certificate Received	Type of Degree Received

Current Licenses / Certifications / Registrations

Submit a copy of the required certification with this application.

Type _____ Number _____ Agency/State Issuing _____ Expiration Date _____

Type _____ Number _____ Agency/State Issuing _____ Expiration Date _____

Has your license/certification been denied, revoked, suspended, or subject to discipline by the licensing and/or professional authority? Yes No **If yes**, provide details on a separate sheet.

Driver's License Information

Please check one: Driver's License ID If applicable- Is your license a Commercial License? Yes No

State Issued: _____ Number: _____ Expiration Date: _____ Type/Class: _____

* Please list and give date(s) or every moving violation and/or traffic accident in the last three (3) years.

Incident	Location	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

Employment History

List all employment for at least the past 10 years or for your last 2 employers, whichever is greater. Begin with your present position and work back. **Explain any gaps in employment.** Attach additional sheets as needed. **OPTIONAL:** Additional information on your training and/or experience which relates to the job opening may be provided on attached sheets.

Commercial Driver's License (CDL) required? <input type="checkbox"/> Yes <input type="checkbox"/> No	
From _____ / _____ to _____ / _____ <small>Month Year Month Year</small>	Job Title _____
Employer _____	Address _____
Supervisor _____ Phone _____	Coworker Name/Phone _____
Job Duties _____	Reason for Leaving _____ Salary _____

Commercial Driver's License (CDL) required? Yes No

From _____ / _____ to _____ / _____
Month Year Month Year Job Title _____

Employer _____ Address _____

Supervisor _____ Phone _____ Coworker Name/Phone _____

Job Duties _____ Reason for Leaving _____ Salary _____

Commercial Driver's License (CDL) required? Yes No

From _____ / _____ to _____ / _____
Month Year Month Year Job Title _____

Employer _____ Address _____

Supervisor _____ Phone _____ Coworker Name/Phone _____

Job Duties _____ Reason for Leaving _____ Salary _____

Please answer yes or no to the following questions and attach additional sheets as needed.

1. Have you previously worked for any department of the City of Lacy Lakeview or are you currently employed by the City?
 Yes No **If yes**, provide: Year _____ Department _____

2. Are you related to anyone working for the City of Lacy Lakeview? Yes No
If yes, complete the following: Department _____ Name _____
 Relationship _____

3. a) Have you ever been disciplined or discharged for theft or related offenses by any employer? Yes No
If yes, state name and address of employer and explain the circumstances. _____

- b) Have you ever been disciplined or discharged for fighting, assault or related behavior by any employer?
 Yes No **If yes**, state name and address of employer and explain the circumstances. _____

- c) Have you ever been disciplined or discharged for insubordination or violation of safety rules? Yes No
If yes, state name and address of employer and explain the circumstances. _____

- d) Have you been dismissed or asked to resign from any job whether or not listed on this application for other reasons? Yes No **If yes**, state name and address of employer and explain the circumstances.

Personal References

Please do not list former employers or relatives. Those listed should be familiar with your qualifications for employment.

Name and Occupation:

City/State of Residence:

Phone Number:

_____	_____	_____
_____	_____	_____
_____	_____	_____

Conviction Record

Failure to answer the following question will disqualify you from further consideration of your application. Have you ever been convicted of, plead guilty to, or no contest to, received probation, deferred adjudication, or been placed on any form of diversion for any criminal offense (misdemeanors and/or felonies); in any court other than Juvenile Court?

Check one: Yes No

If yes, complete Application Attachment I in detail. A conviction will not automatically exclude you from consideration for employment. The nature, seriousness, number of offenses, length of time since offenses, your work record with other employers after the offenses, and the nature of the position shall be considered.

READ CAREFULLY BEFORE SIGNING

I certify that all information in this application is true and correct. I understand and agree that any false information, misrepresentation, or concealment of fact is sufficient grounds for either my immediate discharge without recourse, or refusal of employment by the City of Lacy Lakeview.

I understand and agree that all information in this application may be verified by the City of Lacy Lakeview. I also understand that any employment is subject to a satisfactory check of references, and that once a contingent offer of employment is made, I must satisfactorily pass a post job offer physical, which will include drug and alcohol tests.

I authorize all individuals and organizations named or referenced to in this application, or given otherwise by me as references, to give the City of Lacy Lakeview all information relative to my employment, work habits, and character. I authorize the City of Lacy Lakeview to verify and investigate the status of my driver's license and to conduct any background check it deems necessary, including review of criminal history records. I hereby release the City, and any individual who provides or obtains information pursuant to this authorization, from any and all liability for damages of any kind that may result to me on account of compliance, or attempts to comply with this authorization. I am also aware that my application is subject to the Texas Open Records Law and may be released as a public document.

I understand that this is not an employment agreement between the City of Lacy Lakeview and the applicant.

Signature _____ Date _____

NOTICE OF CONDITIONS OF EMPLOYMENT

I understand that as a condition of employment with the City of Lacy Lakeview, I will be required to pass a drug test and agree to abide by the City's Alcohol and Drug Policy.

Signature _____ Date _____

Application Attachment I

Failure to **fully** complete this form shall result in your disqualification in the applicant process, or if hired, termination. To provide information on additional offenses, please add additional sheets as required.

The information sought on this form will be used solely for the purpose of assisting the City of Lacy Lakeview in conducting a criminal history check. More information may be necessary to complete the investigation and failure to provide such information on request will disqualify you from further consideration for employment. **Please complete this section if you have ever been convicted of, plead guilty to, no contest to, received probation, deferred adjudication, or been placed on any form of diversion for any criminal offense (misdemeanor and/or felony) in any court other than Juvenile Court.** Your criminal record will be considered by the City of Lacy Lakeview only in relation to the job for which you are applying. The nature, seriousness, number of offenses, length of time since offenses, your work record with other employers after the offenses, and the nature of the position for which you are applying shall be considered.

Print Full Name _____

Date _____

Sentence

Probation, deferred adjudication or other form of pre-trial diversion

Jail

Other

Fine

Amount \$ _____

Criminal Offense: _____

Location: City _____ State _____ Date: _____

Explain: _____

****Use next page to include additional information.***

Reporting Requirements

Parole/Probation Officer: Name _____

Address _____

Telephone No. _____

If on Probation, ending date: _____

Additional Information on Sentence

Application Attachment II
Applicant Demographics Report

COMPLETION OF THIS FORM IS VOLUNTARY

The City of Lacy Lakeview is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the City of Lacy Lakeview invites applicants to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

Information provided on this form is not part of the hiring process and is not considered by those involved in the hiring process. Qualified applicants and employees are considered without regard to race, color, religion, sex, national origin, age, marital status, or disability.

Name: _____ Sex: Male Female Date of Birth: _____

Position Applied for: *(Must indicate specific job title)* _____

EEO Classification

Specific Instructions: The categories below are designed to identify your basic racial and national origin category. Place a “check” next to the appropriate category. **Note: Check only one category.**

- | | |
|--|--|
| <input type="checkbox"/> White | <input type="checkbox"/> Native Hawaiian or Other Pacific Islander |
| <input type="checkbox"/> Black or African American | <input type="checkbox"/> Hispanic or Latino |
| <input type="checkbox"/> Two or more races, excluding Hispanic or Latino | <input type="checkbox"/> American Indian or Alaskan Native
(Not Hispanic or Latino) |
| <input type="checkbox"/> Asian | |

Employment Eligibility Verification

In what country were you born? _____

Have you the legal right to work permanently in the United States? Yes No

What documents can you show to prove your legal right to work in the United States?

- | | |
|--|---|
| <input type="checkbox"/> Driver’s License and Social Security Card | <input type="checkbox"/> U.S. Passport showing U.S. Citizenship |
| <input type="checkbox"/> Certificate of U.S. Citizenship or Naturalization | <input type="checkbox"/> Other (Specify) |
| <input type="checkbox"/> “Green Card” | |