



City of Plum Grove, Texas

Application for Employment

Equal Employment Opportunity Statement

It is the policy of the City of Plum Grove to comply with all applicable federal and state laws prohibiting discrimination in employment. The City does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other protected classification under applicable law.

Instructions to Applicant:

Please read each question carefully and answer all items completely. Incomplete applications may not be considered. You may attach a resume to supplement your responses; however, all questions on this application must still be answered in full.

"Employer" City of Plum Grove		Position applying for	
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PERSONAL DATA			
Last Name		First Name	Middle Name
Street Address and/or Mailing Address		City	State Zip
Home Telephone Number	Business Telephone Number		Cellular Telephone Number
Date you can start work	Salary Desired	Do you have a High School Diploma or GED? Yes <input type="checkbox"/> No <input type="checkbox"/>	

POSITION INFORMATION (Check all that you are willing to work)			
Hours: Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	Days <input type="checkbox"/> Evenings <input type="checkbox"/>	Swing <input type="checkbox"/> Graveyard <input type="checkbox"/> Weekends <input type="checkbox"/>	Status: Regular <input type="checkbox"/> Temporary <input type="checkbox"/>
Are you authorized to work in the U.S. on an unrestricted basis?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have you ever been convicted of a felony? (Convictions will not necessarily disqualify an applicant for employment.) If yes, explain:		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have you been told the essential functions of the job or have you been viewed a copy of the job description listing the essential functions of the job? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Can you perform these essential functions of the job with or without reasonable accommodation? Yes <input type="checkbox"/> No <input type="checkbox"/>			

QUALIFICATIONS Please list any education or training you feel relates to the position applied for that would help you perform the work, such as schools, colleges, degrees, vocational or technical programs, and military training.			
	School Name	Degree	Address/City/State
School			
School			
Other			

SPECIAL SKILLS List any special skills or experience that you feel would help you in the position that you are applying for (leadership, organizations/teams, etc.)

REFERENCES Please list three professional references not related to you, with full name, address, phone number, and relationship. If you don't have three professional references, then list personal, unrelated references.			
Name	Address/City/State	Phone	Relationship

WORK HISTORY Start with your present or most recent employment and work back. Use separate sheets if necessary. (INCLUDE PAID AND UNPAID POSITIONS)		
Job Title #1	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

May we contact your present employer? Yes ☐ No ☐ N/A ☐

Job Title #2	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

Job Title #3	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

Job Title #4	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

Applicant Certification and Acknowledgment

I hereby certify that the information provided in this Employment Application is true, complete, and correct to the best of my knowledge. I understand that any misrepresentation, omission, or falsification of information may disqualify me from consideration for employment or, if hired, may result in disciplinary action up to and including termination.

I authorize the City of Plum Grove (the "Employer") to investigate all statements contained in this application, as well as my background, qualifications, and references. I release the Employer and any individuals or entities providing information from any liability that may arise as a result of such investigation. I acknowledge and understand that, if employed, my employment will be **at will** and may be terminated at any time by either party, with or without cause or prior notice. No representative of the City, other than the City Council or its designated officials, has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing.

Applicant Signature

Date