



City of Hurst
 1505 Precinct Line Rd.
 Hurst, TX 76054

EMPLOYMENT APPLICATION

ANSWER ALL QUESTIONS – PLEASE PRINT

Applicants are considered for positions without regard to race, color, religion, sex, national origin, age, veteran status, disability or citizenship. The City of Hurst may conduct pre-employment qualification assessment testing. If you require accommodation for the testing process, you must notify Personnel when you submit your application.

POSITION APPLYING FOR: _____

Applicants may be required to describe or demonstrate that they can perform job-related duties.

Name: _____
 First Name Middle Name Last Name

Address: _____
 Number & Street City, State, and Zip Code

Telephone: _____ Alt. Telephone: _____

Please check all hours that you are available to work:

Full time ____ Part time ____ Temporary ____
 Days ____ Evenings/Nights ____ Weekends ____ Shifts ____

Date available to start work: _____

Have you ever filed an application here before? Yes No

If you answer “Yes” to any of the following questions, please explain in full

1. Have you been fired or asked to resign from a job? _____ If yes, please explain: _____
2. Have you ever entered a guilty plea or been convicted of a crime in a civilian or military court or received a deferred adjudication (excluding minor traffic violations requiring only payment of fine) including drinking related convictions? _____ If yes, please explain: _____

A criminal record does not necessarily disqualify you from employment, but will be considered in relationship to the job requirements.

I, _____, agree to immediately notify the City of Hurst if I am convicted of, receive deferred adjudication in, or otherwise plead guilty or no contest to a felony, or any crime involving dishonesty or a breach of trust, while my application is pending or during my period of employment, if hired.

3. Have you ever been discharged from the armed forces under other than honorable conditions? _____
 If yes, please explain: _____
4. Are you now working for or have you ever worked for the City of Hurst? _____
 If yes, please explain: _____

5. Do you or does your spouse have any relatives presently working for the City of Hurst? _____
If **yes**, please explain: _____

6. Are you on a lay-off and subject to recall? _____ If **yes**, please explain: _____

If hired, can you present evidence of authorization that you may be lawfully employed by the City? _____
If **no**, please explain: _____

(If offered employment with the City of Hurst, you will be required within three (3) business days of beginning employment to produce original legal documents that establish your identity and employment eligibility.)

Are you a veteran of the U.S. Military Service? _____ If **yes**, which branch? _____

Type of Discharge: _____

Have you ever been bonded? _____ If **yes**, for which position(s)? _____

REFERENCES

Give name, address, and telephone number of three references that are not related to you and are not previous employers.

_____	_____	_____
Name	Address	Telephone
_____	_____	_____
Name	Address	Telephone
_____	_____	_____
Name	Address	Telephone

SPECIAL QUALIFICATIONS OR SKILLS

List qualifications and skills you may possess which are required for the job as stated in the job announcement, such as typing speed, ability to operate specialized machinery or equipment, or professional registration or licensing. Indicate any training you have had which is directly related to the job for which you are applying:

EMPLOYMENT EXPERIENCE

List all employers starting with the most recent. Include military service or volunteer work.

May we contact your present employer? Yes No

Employer (name and address):			
Job Title:	Employment Dates: From:	Starting Hourly Pay:	Ending Hourly Pay:
	To:		
Supervisor:	Work Performed:		
Phone Number:			
Reason for Leaving:			

Employer (name and address):			
Job Title:	Employment Dates: From:	Starting Hourly Pay:	Ending Hourly Pay:
	To:		
Supervisor:	Work Performed:		
Phone Number:			
Reason for Leaving:			

Employer (name and address):			
Job Title:	Employment Dates: From:	Starting Hourly Pay:	Ending Hourly Pay:
	To:		
Supervisor:	Work Performed:		
Phone Number:			
Reason for Leaving:			

IF YOU NEED ADDITIONAL SPACE, PLEASE CONTINUE ON A SEPARATE SHEET OF PAPER.

Educational Information

High School:	Location:	Years Completed: (Circle) 9 10 11 12	Diploma:
College or University:	Location:	Years Completed: (Circle) 1 2 3 4	Degree:
Graduate or Professional:	Location:	Years Completed: (Circle) 1 2 3 4	Degree:
Describe Course of Study:			
Honors Received:			
State Any Additional Information You Feel May Be Useful to Us in Considering Your Application:			

APPLICANT'S STATEMENT

I CERTIFY THAT THE STATEMENTS CONTAINED HEREIN ARE TRUE, COMPLETE, AND CORRECT TO THE BEST OF MY KNOWLEDGE.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not, and is not intended to be, a contract of employment.

I understand that if I am offered employment with the City of Hurst, I will be required to take a post-offer physical examination and drug test. Any offer of employment that I may receive will be conditioned upon the results of the post-offer physical examination and drug test.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the City of Hurst.

I understand that any employment I may be offered with the City of Hurst will be at-will employment. At-will employment means that I would be free to resign at any time for any reason and the City would be free to terminate my employment at any time for any reason.

Applicant's Signature (in ink)

Date

FOR PERSONNEL USE ONLY

1. _____

2. _____

3. _____

4. _____

