



APPLICATION FOR EMPLOYMENT CITY OF BURNET, TEXAS

EQUAL OPPORTUNITY / AT WILL EMPLOYER: The City of Burnet does not discriminate on the basis of race, color, religion, sex, age, national origin, disability or veteran status.

Submit Application to:
 PERSONNEL
 CITY OF BURNET
 P.O. Box 1369
 Burnet, TX 78611
 or deliver to:
 1001 Buchanan Drive, #4
 Burnet, TX 78611

GENERAL INFORMATION

Position applied for		Date of application	
Name		Social Security Number	
Address	City	State	Zip
Home Phone	Daytime Phone	Cell Phone (if different from Home)	Email Address:

Do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No			
State	License No.	Exp. Date	Type of License
If no, please explain			
Can you show proof of eligibility to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you currently in recall or layoff status? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever been discharged from the Armed Forces under other than honorable conditions? If yes, please explain.			

Have you ever been employed by the City of Burnet? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please state when and your previous position.	
Have you ever filled out an application for the City of Burnet? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, when?	
Have you been convicted within the last ten (10) years of a crime other than minor traffic violations? If yes, please explain. <input type="checkbox"/> Yes <input type="checkbox"/> No	

Are you able to work overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you available to work (mark all that apply)	
<input type="checkbox"/> Full Time	
<input type="checkbox"/> Part Time	
<input type="checkbox"/> Temporary	
Date you are available to begin work.	

Are you able to work shift-work? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you or your spouse related by kinship or marriage to any City of Burnet employee or any City Council member? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, give name and relationship.	

EDUCATION

NAME OF SCHOOL ATTENDED	COURSE OF STUDY	DEGREE/DIPLOMA
HIGH SCHOOL (Include GED certificate here)		
COLLEGE(s)		
POST GRADUATE / OTHER		
Please list any other training or skills which would further qualify you for the position you are seeking.		

PLEASE INDICATE ANY FOREIGN LANGUAGES YOU CAN SPEAK, READ AND/OR WRITE.

	Fluently	Good	Fair
LANGUAGES I CAN SPEAK			
LANGUAGES I CAN READ			
LANGUAGES I CAN WRITE			

EMPLOYMENT RECORD

List each position held for the past ten (10) years, starting with your present or most recent job. Describe the kind of work you did, dates of employment and your starting and ending salary. List your immediate supervisor's name and phone number, your employer's address and your reason for leaving. **YOU MAY ATTACH A RESUME IF YOU WISH, BUT YOU MUST FILL OUT THIS SECTION COMPLETELY.** If you need additional space continue on a separate sheet of paper.

List most recent employer first.	FROM	TO	IMMEDIATE SUPERVISOR	LAST SALARY (Hr. Mo., or Yr.)
Job Title				
Employer Name	Phone ()			
Address				
Duties				
Reason for Leaving				
Job Title				
Employer Name	Phone ()			
Address				
Duties				
Reason for Leaving				
Job Title				
Employer Name	Phone ()			
Address				
Duties				
Reason for Leaving				
Job Title				
Employer Name	Phone ()			
Address				
Duties				
Reason for Leaving				

APPLICANT'S STATEMENT (Please read and sign below)

I understand and agree that:

- 1) Any offer of employment made to me will be subject to a pre-employment background, driving and/or credit investigation,
- 2) Any offer of employment shall be for at-will employment and any subsequent employer/employee relationship will be terminable at will either by me or the City Of Burnet,
- 3) Any false or misleading information provided on this application will subject me to immediate termination, AND
- 4) Any offer of employment may be conditional upon the satisfactory results of a medical evaluation, drug screen and driver's license check.
- 5) I have received, read and understand the job description for the position for which I am applying.

I certify that the statements and information contained in this Application for Employment 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 and do not hold the City of Burnet or any other individual involved in this investigation liable for information obtained in this process.

I certify that am able to perform consistently and promptly any of the job duties as outlined in the job description of the position for which I am applying with or without accommodations. Accommodations required are: _____

Applicant Signature

Date