

**CITY OF ARLINGTON
APPLICATION FOR EMPLOYMENT**

GENERAL

NAME:

ADDRESS:

TELEPHONE: (____)

DATE AVAILABLE FOR EMPLOYMENT:

Are you employed now? YES NO

May we contact your present employer? YES NO

If YES, give name:

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status?
 YES NO

Type of position you are seeking:

Wages desired:

Do you have a valid driver's license? YES NO

License No./State:

Can you perform the essential functions of the job(s) for which you are applying?
 YES NO

Have you pled guilty or been convicted of a felony?
 YES NO

(Please note that a "YES" answer will not automatically bar you from consideration for employment.)

If YES, please explain:

This employer is an equal employment opportunity employer. All applicants will be considered without regard

to age, color, national origin, religion, sex or other protected status in accordance with applicable federal and state equal employment opportunity laws.

EDUCATION

	<u>ELEMENTARY</u>	<u>HIGH</u>	<u>COLLEGE</u>	<u>GRADUATE</u>
SCHOOL NAME				
YEARS COMPLETED	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
COURSE OF STUDY				

SPECIAL SKILLS, QUALIFICATIONS AND CONSIDERATIONS

Summarize special skills and qualifications, volunteer activities, military experience, employment or other activities related to the job you are seeking:

REFERENCES

List 3 non-relatives who are familiar with your qualifications and actual work history and ability.

	<u>Name</u>	<u>Occupation/Relationship</u>	<u>Years Known</u>	<u>Telephone</u>
1.				
2.				
3.				

EMPLOYMENT EXPERIENCE

Start with your present or last job. List your last 3 jobs in order. Do not omit any job.

Employer: _____ Employed from _____ to _____
(month/year)

Address: _____ Telephone No.: (____) _____

What did you like most about your job?

What did you like least about your job?

Reason for leaving:

Employer: _____
(month/year)

Employed from _____ to _____

Address: _____ Telephone No.: (____) _____

What did you like most about your job?

What did you like least about your job?

Reason for leaving:

Employer: _____
(month/year)

Employed from _____ to _____

Address: _____ Telephone No.: (____) _____

What did you like most about your job?

What did you like least about your job?

Reason for leaving:

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION. ONLY THOSE APPLICATIONS THAT ARE SIGNED AND DATED ARE CONSIDERED VALID. IF YOU HAVE ANY QUESTIONS REGARDING THIS STATEMENT, PLEASE ASK THEM BEFORE SIGNING.

I certify that all answers and statements I have made on this application (and resume or other supplementary materials) are true and complete without omissions. I understand that any false information will be grounds for refusal to hire or for immediate discharge if I am employed. I authorize any of the persons or organizations named in this application to give you complete information and records regarding my employment, education, character and qualifications. YES NO

I will be responsible for familiarizing myself with all rules and regulations of the Employer as they presently exist or are later modified. I recognize that my employment can be terminated, at the discretion of the City of Arlington or at my option, without out notice, at any time, except as specifically set forth in writing in a current individual employment agreement signed by the City of Arlington. YES NO

I also understand that no representative of the City of Arlington has any authority to enter into any employment agreement for any specified period of time, or to assure me of any future position, benefits, or terms and conditions of employment, except as specifically stated in a current individual written agreement signed by the City of Arlington. YES NO

I have read, understand and agree with the above.

By: _____
Signature of Applicant Date

This application is valid for only ninety (90) days from the date I signed. If I want to be considered for job openings more than ninety (90) days from date signed, I will submit a new application.