

CITY OF TOYAH EMPLOYMENT APPLICATION

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, disability or national origin. Consistent with the Americans with Disabilities Act, applicants may request accommodations needed to participate in the application process

PERSONAL INFORMATION

Date

Social Security Number

Name

Last

First

Middle Initial

Present Address

Street

city

State

Zip

Mailing Address

Phone Number

Are you 18 years of age or older?

EMPLOYMENT DESIRED

Position

Date you Can Start

Are You Employed Now?

If so, may we Inquire
of Your Present Employer

Ever Applied to the City before?

When?

EDUCATION

Name and Location of School

Grade Completed

Degree Received

High School

College

Administration

Trade School

GENERAL

Job related skills: plumbing, landscaping, mechanical, electricity etc.: _____

WHAT SPECIALITY TOOLS and MACHINERY can you operate? _____

FORMER EMPLOYERS List below your last four employers, starting with the last one first

<u>Date</u> Month and Year	<u>Name and Address of Employer</u>	<u>Salary</u>	<u>Position</u>	<u>Reason for Leaving</u>
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

REFERENCES List below three people NOT related to you that you have known at least one year

<u>NAME</u>	<u>PHONE NUMBER</u>	<u>RELATIONSHIP</u>	<u>YRS ACQUAINTED</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

If you are hired by the town, you will be required it attest to your identity and employment eligibility, and to present documents confirming your identity and employment eligibility. You cannot be hired if you cannot comply with these requirements.

AUTHORIZATION

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the CITY.

I understand that any employment is conditioned on a background check. I authorize the City to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to the City, without giving me prior notice of such disclosure. In addition, I release the City, any former employers and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create a contract employment. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the City. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the City unless made in writing.

If I am offered employment I agree to submit to any random drug test as deemed necessary or appropriate by the City and as permitted by law. I consent to such tests, and I request that the examining doctor disclose to the City of Toyah the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent to a satisfactory drug test, and if I am hired a condition of my employment will be that I abide by the City's Drug and Alcohol Policy.

I understand that filling out this form does not indicate there is a position open and does not obligate the City to hire. If hired, I agree to abide by all City work rules, policies and procedures. The city retains the right to revise its policies or procedures, in whole or in part, at any time.

Date _____

Signature _____

Printed Name _____