



★ T E X A S ★

115 W. 3rd Street, P.O. Box 929
 Pecos, Texas 79772
 Phone (432) 445-2421
<https://www.pecostx.gov/home>

APPLICATION FOR EMPLOYMENT					Last Name, First Initial:
Personal Information					
Name (Last, First, MI)					
Street address					
City, State, Zip					
Home/cell phone number		Work phone number			
Alternate phone number		E-mail address			
Fax number					
Employment Desired					
Position applied for		How did you hear about this position?			
Date available for work	Desired hours (full time, part time, etc.)		Desired Salary		
Education					
	Name and Address of School	Course of Study	Total Years of Study	Degree/Diploma	
High School					
Undergraduate College					
Graduate/Professional					
Other (Specify)					
List any commercial driver's license, seminars, classes or other education not listed above which may help qualify you for this position:					

Today's Date:

Employment Application

Employment History

3.	Employer	Start Date	End Date	Essential job functions of final position	
	Address			1.	
	City, State, Zip		Starting Salary	Ending Salary	2.
	Phone number				3.
	Fax number	Supervisor(s)		4.	
	Job position(s)	E-mail address of supervisor			
	Reason(s) for leaving				
	What value did you add to this company or its customers?				
4.	Employer	Start Date	End Date	Essential job functions of final position	
	Address			1.	
	City, State, Zip		Starting Salary	Ending Salary	2.
	Phone number				3.
	Fax number	Supervisor(s)		4.	
	Job position(s)	E-mail address of supervisor			
	Reason(s) for leaving				
	What value did you add to this company or its customers?				

[PLEASE CONTINUE ON NEXT PAGE]

Employment Application

Additional Information

List any professional, trade, business or civic activities and offices held. You may exclude membership that would reveal gender, race, religion, national origin, ancestry, age, disability or any other protected status.

List any languages other than English that you can speak, read or write that could be of benefit to the position applied for:

	Fluent	Good	Fair
Speak			
Read			
Write			

Identify formal job training that relates to this position:

Identify what skills or certification you possess related to this position:

If you are hired, what value would you add to our company?:

Describe what you believe are the most unique features of your work history:

Employment Application

Additional Information

Have you ever been employed with this company before? Yes No
If Yes, when? _____

Do you have any friends or relatives employed by this company? Yes No
If Yes, please provide their names and relationship to you: _____

Are you currently employed? Yes No
May we contact your employer? Yes No
Are you currently on "lay off" status and subject to recall? Yes No
Are you related to a currently seated city council member? Yes No

If you are under 18 years of age, can you provide proof of your eligibility to work? Yes No

If hired, can you provide proof of U.S. citizenship or proof of your legal right to work in the U.S.? Yes No

Are you able to perform all of the essential functions of the job for which you are applying with or without reasonable accommodation? Yes No

If hired, are there any accommodations the company would need to provide so that you can perform all those essential functions and duties of the position being applied for? Yes No
If Yes, please explain: _____

If driving is a requirement of the position applied for, have you in the last 7 years been convicted of Driving Under the Influence "(DUI)" Yes No N/A

If hired, do you have a reliable means of transportation to and from work? Yes No

If hired, would you be able to travel or work overtime as needed? Yes No

Have you ever been convicted of a felony or misdemeanor? Yes No

If Yes, please explain: _____

INSTRUCTIONS FOR ANSWERING APPLICATION QUESTION ABOUT BEING CONVICTED OF A CRIME OR OTHER STATE-SPECIFIC REQUIREMENTS

A criminal record does not constitute an automatic bar to employment and will be considered only as it substantially relates to the job in question.

References

List below three persons not related to you who have knowledge of your work performance within the last 5 years

Name		Occupation
Company name	Address	
Telephone	E-mail	Relationship & years acquainted
<hr/>		
Name		Occupation
Company name	Address	
Telephone	E-mail	Relationship & years acquainted
<hr/>		
Name		Occupation
Company name	Address	
Telephone	E-mail	Relationship & years acquainted

In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, or non-job related disability.

This certifies that this application was completed by me and that all entries on it and information in it is true and complete to the best of my knowledge. I authorize you to make such investigations and inquiries of my personal history, employment, financial, and other related matters as may be necessary in arriving at an employment decision which will be final only and upon satisfactory completion of an employment physical (CJC only) and drug test. I hereby release employers, schools, and other persons from liability in responding to inquiries and releasing information in connection with my application. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I further understand that I am required to abide by all rules and regulations of the Town of Pecos City.

Applicant Signature

Date

PLEASE USE ADDITIONAL PAPER IF NECESSARY