



APPLICATION FOR EMPLOYMENT

Applicants will be chosen for employment based on their qualifications for the position without regard to race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability, marital status, pregnancy, military or veteran status, citizenship, genetic information, or any other characteristic protected by law. Individuals with disabilities who need assistance to complete this Application or to participate in any other way in the City’s recruitment and hiring process should contact the Personnel Department as far in advance as possible. Please call 940-328-7701 or email jmitchell@mineralwellstx.gov for assistance.

(PLEASE PRINT)

Position(s) Applied For	LinkedIn Page
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Last Name	First Name	Middle Name		
Have you ever gone by a different name(s)? If so, please list all.				
Address	Street	City	State	Zip Code
Phone Number(s)			Email address	

Are you 18 years of age or older? (Minors may be required to provide a Certificate of Age issue by the Texas Workforce Commission)? Yes No

Have you previously applied for a job with, or worked for, the City of Mineral Wells? Yes No
 If yes, provide details. _____

Are you currently employed? Yes No

May we contact your current employer? Yes No

Are you legally eligible to work in the United States? Yes No
(Proof of citizenship or immigration status will be required upon employment.)

On what date would you be available for work? _____

Are you available for work: Full Time Part Time Shift Work Temporary

Are you currently on “lay-off” status and subject to recall? Yes No

If the position you are applying or requires local and/or overnight travel, are you willing and able to do so? Yes No

In regard to any felony or misdemeanor criminal matter, have you ever been convicted, pled guilty or no contest (nolo contendere), served probation, received or participated in deferred adjudication or other program to avoid conviction, or made restitution or participated in pre-trial diversion or other program to avoid prosecution Yes No
(Conviction will not necessarily disqualify an applicant from employment.)

If Yes, please explain:

Do you have criminal allegations currently pending against you? Yes No
 If yes, describe in full below. _____

Do you or does your spouse have any relatives currently working for or holding office in the City? Yes No
 Please list any of your friends or acquaintances who are currently employed by the City. _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Education				
	Name and Address of School	Course of Study	Years Completed	What Type of Diploma/Degree?
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Specialized Skills and Qualifications

Summarize any special skills, qualifications, activities, certifications, licenses, and other achievements that are relevant to the job applied for that you have not listed elsewhere in your application.

List any office machines or equipment you can operate, including any computer programs or software if relevant to the job you are applying for.

List any heavy equipment or production/mobile machinery you can operate if relevant to the job you are applying for.

List any languages other than English you can speak, read, or write, and indicate proficiency level:

Employment History

List below your complete full-time, part-time and temporary employment history, including all self-employment and military service. Begin with your present (or most recent) job. **Note any periods in which you were not employed.** Include all employment, even if you only worked for a short time. **Attach additional pages if necessary to provide your complete work history.**

1.

Employer		Dates Employed		Work Performed	
		From	To		
Address					
Telephone Number(s)		Hourly Rate/Salary			
		Start	Final		
Job Title	Supervisor				
Reason for Leaving					

2.

Employer		Dates Employed		Work Performed	
		From	To		
Address					
Telephone Number(s)		Hourly Rate/Salary			
		Start	Final		
Job Title	Supervisor				
Reason for Leaving					

3.

Employer		Dates Employed		Work Performed	
		From	To		
Address					
Telephone Number(s)		Hourly Rate/Salary			
		Start	Final		
Job Title	Supervisor				
Reason for Leaving					

4.

Employer		Dates Employed		Work Performed	
		From	To		
Address					
Telephone Number(s)		Hourly Rate/Salary			
		Start	Final		
Job Title	Supervisor				
Reason for Leaving					

5.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Start	Final	
Job Title	Supervisor			
Reason for Leaving				

6.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Start	Final	
Job Title	Supervisor			
Reason for Leaving				

7.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Start	Final	
Job Title	Supervisor			
Reason for Leaving				

8.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Start	Final	
Job Title	Supervisor			
Reason for Leaving				

Have you ever been fired from a job or resigned in lieu of termination?

Yes No

DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

If the position you are applying for requires lifting, bending, stooping, climbing reaching, pulling, pushing, or any other physical effort to perform essential job functions, are you able to perform such functions with or without reasonable accommodation? ___YES ____ NO

Give any additional information you feel may be helpful to us in considering your application.

References

1. _____ (Name) _____ (Phone)

_____ (Address)

2. _____ (Name) _____ (Phone)

_____ (Address)

3. _____ (Name) _____ (Phone)

_____ (Address)

If the position you are applying for requires you to drive, please answer the following questions:

Do you have a valid Texas Driver's License? Yes No

If "yes" what is your Driver's License Number? _____

Do you currently have a restricted driver's license, a temporary driving permit, or a temporary occupational license?

Yes No

If yes, provide details: _____

Do you have any driving violations currently pending against you?

Yes No

Has your Driver's License ever been revoked, suspended, or cancelled?

Yes No

Have you been convicted of, or have you pleaded guilty or no contest (nolo contendere) to, or received deferred adjudication for, a moving violation, including a DUI or DWI in the last four years? Yes No

If yes, please explain: _____

List all driving violations you have had during the past four years, including the date and type of violation.

Do you maintain at least the minimum liability insurance required under Texas law?

Yes No

Applicant's Acknowledgements

APPLICANT'S ACKNOWLEDGMENT AND AUTHORIZATION

The information I provided on this employment application is true, correct, and complete to the best of my knowledge. I understand that false statements, misleading statements, or omission of facts on this application, on my resume, or during the interview and hiring process will likely disqualify me from further consideration, or if hired, result in my dismissal from employment.

I acknowledge that consideration for employment is contingent on the results of a reference and background check. Therefore, I hereby authorize the City of Mineral Wells to (1) investigate the truthfulness and completeness of all information on my application, in my resume, or otherwise provided during the recruitment and hiring process; (2) contact my schools, former and current employers (except for those employers that I have specifically identified on the application that may not be contacted) and other listed references or any other persons who may be able to verify information, including law enforcement personnel; and (3) discuss the results of any investigation with other City employees involved in the hiring process. In addition, I give my consent for all contacted persons, including former and current employers, to provide the City with information about me, and I release the City and each such person from liability that may result from the release and/or use of such information.

I also agree to provide the City with any other authorization or release it needs to complete its background investigation and to determine my suitability for employment, or continued employment, as the case may be. This includes specific documents that establish my identity and eligibility for employment in the United States.

If I am offered a job by the City, I understand that the job offer is contingent on me taking and passing a drug and/or alcohol test. Job offers in certain positions are also contingent on a medical exam performed by a medical professional selected by the City. The City pays for all such exams.

I understand that employment with the City is at will, meaning it is for no definite period, and either I or the City may terminate the employment relationship at any time, with or without notice or cause. I also understand that only the City Manager has the authority to enter into an employment agreement on behalf of the City for a specific period of time and that any such agreement must be in writing and signed by me and the City Manager.

Signature of Applicant

Date