

**CITY OF HONDO
1600 AVENUE M
HONDO, TEXAS 78861
(830) 426-3378**

EMPLOYMENT APPLICATION

INSTRUCTIONS TO APPLICANT

We appreciate your interest in our organization and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in our assessment of you and possibly in future upgrading, should you be chosen for employment. Please follow the directions, as failure to do so may result in your application not being considered.

1. Use blue or black ink only!
2. Print or type only!
3. If an item does not apply, insert "N/A" in the blank.
4. If there is not enough room to answer the question, use a separate piece of paper and staple it to the application.
5. Be accurate, mistakes or missing information may cause your application to be excluded from consideration.
6. Do not answer any question before reading this page.

E.E.O. STATEMENT

The City of Hondo is an equal employment opportunity employer.

RELEASE

The facts presented in this application are true and complete, and I understand that if I am employed, any false statements or omissions on this employment application shall be considered sufficient cause for dismissal.

I hereby authorize the City of Hondo to make any investigation of my personal history, prior employment, and financial credit record through any investigative means or agencies that the City of Hondo may choose to utilize; and I hereby authorize my former employers to release information pertaining to my work record, my work habits, and my work performance while in their employ. I also hereby authorize the individuals listed as personal references to release any personal information that may pertain to my work habits or performance. I further understand that failing to sign this release/authorization will cause my application not to be considered.

Employment with the City of Hondo is for an indefinite term and either the City or the employee can terminate the employment at any time, with or without cause, and with or without notice.

APPLICANT NAME

SIGNATURE OF APPLICANT

DATE

PERSONAL

NAME _____ SS# _____
(LAST FIRST MIDDLE)

ADDRESS _____ CITY _____
(STREET)

ADDRESS _____ CITY _____
(MAILING)

STATE _____ ZIP _____ PHONE (____) _____

IF UNDER 18. WHAT POSITION DESIRED _____
IS YOUR AGE? _____

HAVE YOU PREVIOUSLY WORKED FOR THE CITY OF HONDO? YES _____ NO _____
IF YES, WHAT DEPARTMENT(S)

1. _____ DATE FROM _____ TO _____

2. _____ DATE FROM _____ TO _____

EMPLOYMENT HISTORY

(Start with present or most recent employer)

LIST LAST THREE (3) EMPLOYERS OR EMPLOYMENT FOR LAST FIVE (5) YEARS, WHICH
EVER COVERS THE GREATER PERIOD OF TIME.

1.

Company Name _____	Telephone _____
Address _____	Name of Supervisor _____
Employed from: (Month & Year)	Rate of Pay: Hourly
From _____ To _____	Start _____ Last _____
Job Title _____	Reason for Leaving _____
Describe Your Work	

2.

Company Name _____	Telephone _____
Address _____	Name of Supervisor _____
Employed from: (Month & Year)	Rate of Pay: Hourly
From _____ To _____	Start _____ Last _____
Job Title _____	Reason for Leaving _____
Describe Your Work	

3.

Company Name _____	Telephone _____
Address _____	Name of Supervisor _____
Employed from: (Month & Year)	Rate of Pay: Hourly
From _____ To _____	Start _____ Last _____
Job Title _____	Reason for Leaving _____
Describe Your Work	

EXPLAIN ANY GAPS IN EMPLOYMENT: _____

EDUCATION

Grade School _____
City and State _____
Please Circle One Years Completed 1 2 3 4 5 6

Middle School _____
City and State _____
Please Circle One Years Completed 7 8

High School _____
City and State _____
Please Circle One Years Completed 9 10 11 12
Graduated? _____ Yes _____ No
GED? _____ Yes _____ No

College _____
City and State _____
Graduated? _____ Yes _____ No
If no, how many semester hours completed?
Major _____ Minor _____

Technical School _____
City and State _____
Course of Study _____
Graduated? _____ Yes _____ No

LICENSES AND CERTIFICATIONS

LIST ALL LICENSES OR CERTIFICATIONS YOU HOLD OR CAN QUALIFY TO HOLD AT THIS TIME.

Type _____ Number _____ State _____ Expires _____
Type _____ Number _____ State _____ Expires _____
Type _____ Number _____ State _____ Expires _____

Driver's License # _____ Type/Classification _____ Expires _____

SPECIFY ANY MACHINES OR EQUIPMENT YOU CAN OPERATE: _____

REFERENCES

LIST THREE PERSONAL REFERENCES WHO ARE NOT RELATED TO YOU BUT HAVE KNOWLEDGE OF YOUR CHARACTER, EXPERIENCE AND ABILITY.

1. Name _____ Phone (____) _____
Mailing Address _____

2. Name _____ Phone (____) _____
Mailing Address _____

3. Name _____ Phone (____) _____
Mailing Address _____

RELATIONSHIP TO CITY COUNCIL OR OTHER CITY EMPLOYEES

ARE YOU RELATED TO ANY MEMBER OF THE PRESENT CITY COUNCIL?

YES _____ NO _____

IF YES, GIVE NAME, AND RELATIONSHIP _____

ARE YOU RELATED TO ANY EMPLOYEE OF THE CITY? YES _____ NO _____

IF YES, GIVE NAME, DEPARTMENT, POSITION AND RELATIONSHIP _____

CRIMINAL HISTORY

A criminal history or deferred adjudication will not necessarily be a bar to employment with the City. Factors such as age at time of offense, nature of offense and rehabilitation will be taken into consideration.

HAVE YOU EVER BEEN CONVICTED OF A CRIME OR RECEIVED DEFERRED ADJUDICATION? (EXCLUDING TRAFFIC TICKETS)

YES _____ NO _____ IF YES, WHAT WAS THE OFFENSE _____

DATE OF CONVICTION _____ PLACE OF CONVICTION _____

DATE OF DISPOSITION _____ PLACE OF DISPOSITION _____