



# Application for Employment

Town of Fairview - 372 Town Place - Fairview, TX 75069  
972 562-0522 (phone) - 972 548-0268 (fax)

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

**PLEASE PRINT LEGIBLY OR TYPE. ANSWER ALL QUESTIONS. RESUME WILL NOT BE ACCEPTED IN LIEU OF COMPLETED APPLICATION.**

Position(s) applying for: \_\_\_\_\_ Date of application: \_\_\_\_\_

Name: \_\_\_\_\_ Social Security #: XXX-XX-\_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_  
(Number & Street) (Apt. #) (City) (State) (Zip Code)

Telephone: \_\_\_\_\_ Mobile/Beeper/Other: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Are you over the age of 18? ( ) yes ( ) no If "no," can you provide a work permit? ( ) yes ( ) no

Have you been employed by the Town of Fairview? ( ) yes ( ) no If yes, position(s) and dates: \_\_\_\_\_

Do you have relatives currently working for or holding office in the Town of Fairview? ( ) yes ( ) no. If yes, name: \_\_\_\_\_ and relationship: \_\_\_\_\_. (Town policy prohibits or limits hiring of relatives of employees or officials in certain circumstances.)

Are you legally eligible for employment in the United States? ( ) yes ( ) no Are you eligible to work for all employers in the US or only current employer? ( ) all ( ) current (If hired, it will be necessary to provide proof of identity and legal authority to work in the US.)

Date available for work: \_\_\_\_\_ Desired rate of pay: \_\_\_\_\_ Type of employment desired: ( ) FT ( ) PT ( ) Temporary

If driving is required in the position for which you are applying: Type of license: \_\_\_\_ Lic #: \_\_\_\_\_ State: \_\_\_\_ Exp. Date: \_\_\_\_\_

**Answering "yes" to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into consideration.** Have you since the age of 18 or within the last 7 years pled "guilty" or been convicted under any criminal law (excluding minor traffic violations)? ( ) yes ( ) no If yes, state nature of offense, when, where and disposition:

\_\_\_\_\_  
\_\_\_\_\_

**EDUCATION:** Your educational record will be considered only to the extent that it is relevant to the position for which you are applying. Starting with the most recent school you attended, provide the following information:

<u>School (include city &amp; state)</u>	<u>No. Years Attended</u>	<u>Did You Graduate (circle one)</u>	<u>Received (circle one)</u>	<u>Major Subject</u>
_____	_____	yes/no	GED/diploma/degree certificate/other/NA	_____
_____	_____	yes/no	GED/diploma/degree certificate/other/NA	_____
_____	_____	yes/no	GED/diploma/degree certificate/other/NA	_____
_____	_____	yes/no	GED/diploma/degree certificate/other/NA	_____

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A DRUG-FREE WORKPLACE**

**EMPLOYMENT HISTORY:** List last or present employer first (include military service). Explain all periods of unemployment. If you need additional space to detail your employment history, make a copy of this page or request that a copy be provided to you.

May we contact your present employer?    ( ) yes                      ( ) no                      ( ) later

Employer:	Supervisor's Name & Title:	Current Salary:
Address:		Telephone Number (including area code):
Dates of Employment: From:                                      To:	Position Title:	Reason for Leaving or Wanting to Leave:
Description of Duties:		
Specific office/clerical, computer/software skills utilized; machinery/equipment operated & certification/license required:		

Employer:	Supervisor's Name & Title:	Current Salary:
Address:		Telephone Number (including area code):
Dates of Employment: From:                                      To:	Position Title:	Reason for Leaving or Wanting to Leave:
Description of Duties:		
Specific office/clerical, computer/software skills utilized; machinery/equipment operated & certification/license required:		

Employer:	Supervisor's Name & Title:	Current Salary:
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Dates of Employment: From:                                      To:	Position Title:	Reason for Leaving or Wanting to Leave:
Description of Duties:		
Specific office/clerical, computer/software skills utilized; machinery/equipment operated & certification/license required:		

Employer:	Supervisor's Name & Title:	Current Salary:
Address:		Telephone Number (including area code):
Dates of Employment: From:                                      To:	Position Title:	Reason for Leaving or Wanting to Leave:
Description of Duties:		
Specific office/clerical, computer/software skills utilized; machinery/equipment operated & certification/license required:		

**SKILLS AND QUALIFICATIONS:** Summarize any special training, skills, licenses and/or certifications that are relevant to the position for which you are applying, such as computer/software skills, typing (give speed), and ability to operate specialized equipment or machinery.

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**REFERENCES:** Provide three additional business, work, personal, and/or school references who are not former supervisors and who are not related to you.

	<u>Name</u>	<u>Telephone Number</u>	<u>Relationship to You</u>	<u># Yrs. Known</u>
1)	_____	_____	_____	_____
2)	_____	_____	_____	_____
3)	_____	_____	_____	_____

**ADDITIONAL INFORMATION/COMMENTS:** List any other information that should be considered in reviewing your qualifications, such as professional affiliations, honors, awards and accomplishments.

\_\_\_\_\_

\_\_\_\_\_

**APPLICANT STATEMENT:**

I certify that all information I have provided in order to apply for and secure work with the Town of Fairview is true, complete and correct.

I expressly authorize, without reservation, the Town of Fairview, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the Town of Fairview, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the Town of Fairview does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 90 days. At the conclusion of that time, if I have not heard from the Town of Fairview and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the Town of Fairview reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the Town of Fairview is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the Town Manager.

I understand that any offer of employment that I may receive from the Town of Fairview is contingent upon my successful completion of Town paid, post offer, pre-employment alcohol and drug screen and medical examination, which includes a medical history, to determine my ability to perform the essential functions of my job, with or without reasonable accommodation. (Accommodation is reasonable if it does not impose an undue hardship to the Town and does not create a direct threat to your health and safety or the health and safety of others.) A pre-employment psychological/ polygraph examination or additional testing of job-related skills may also be required for some jobs. I hereby consent to having the results of any post offer, pre-employment examination(s) that I am required to take disclosed to the Town of Fairview.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE

**APPLICANT EEO DATA FORM**  
**VOLUNTARY INFORMATION**

We consider all applicants for positions without regard to age, race, religion, sex, color, national origin, citizenship, disability, veteran status or any other unlawful basis. We also comply with all applicable laws governing employment practices.

In an effort to comply with requirements regarding government recordkeeping, reporting and other legal obligations which may apply, we invite you to complete the Applicant EEO Data Form. Providing this information is STRICTLY VOLUNTARY. Failure to provide it will not subject you to any adverse personnel decision or action. Your cooperation is appreciated.

This form is not a part of your official application for employment. It will not be used for interviewing purposes or in any hiring decision. The information will be used and kept confidential in accordance with applicable laws and regulations and will be filed separately from your application.

## APPLICANT EEO DATA FORM

The information requested is **optional** and is being collected for the purpose of reporting to Federal and Equal Employment Opportunity Agencies and **will not be considered** as part of the application for employment. It will be separated from the application.

1. Position for which you are applying: \_\_\_\_\_

2. \_\_\_\_\_ 3. XXX-XX-\_\_\_\_\_  
LAST NAME FIRST MIDDLE SOCIAL SECURITY #

4. \_\_\_\_\_ 5. \_\_\_\_\_  
ADDRESS CITY STATE ZIP TELEPHONE #

6. Sex (CIRCLE ONE): M F 6. Birth Date: \_\_\_/\_\_\_/\_\_\_

7. Ethnic Origin (CHECK PREFERRED):

\_\_\_ **(W) White** (Not of Hispanic origin)—All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East

\_\_\_ **(B) Black** (Not of Hispanic origin)—All persons having origins in any of the Black racial groups of Africa.

\_\_\_ **(H) Hispanic**—All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

\_\_\_ **(P) Asian or Pacific Islander**—All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

\_\_\_ **(I) American Indian or Alaskan Native**—All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition

\_\_\_ **(O) Other**—All persons not in categories listed above

8. Veteran (CIRCLE ONE): Yes/No 9. Spouse of Vet. (CIRCLE ONE) Yes/No 10. Orphan of Vet. (CIRCLE ONE): Yes/No

11. How did you find out about this job?

- |   |   |
|---|---|
| <p>___ 01 Fairview employee</p> <p>___ 02 TML Classifieds</p> <p>___ 03 professional organization _____</p> <p>___ 04 job posting/town hall bulletin board</p> <p>___ 05 television</p> <p>___ 06 print ad _____</p> <p style="text-align: center; font-size: small;">NAME OF PUBLICATION</p> | <p>___ 07 walk-in</p> <p>___ 08 human resources/personnel</p> <p>___ 09 radio</p> <p>___ 10 town website/Internet</p> <p>___ 11 TWC/Hire Texas</p> <p>___ 12 other _____</p> <p style="text-align: center; font-size: small;">SPECIFY</p> |
|---|---|

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

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