

City of Stanton
P. O. Box 370 ** Phone 756-3301
Stanton, Texas 79782

_____ Permanent, Full Time
_____ Temporary or Part Time Date of Application _____

POSITION APPLYING FOR: _____

APPLICANT PLEASE READ: Please print in ink or use typewriter. All information submitted is subject to verification. A false or misleading response may result in disqualification for employment or discharge, if employed. This application will not be accepted or considered until all questions are answered completely, and the application is signed.

IDENTITY:

FULL NAME: _____

PHONE: _____ (LAST) _____ (FIRST) _____ (MIDDLE)
OPTIONAL PHONE: _____

ADDRESS: _____
(STREET) (CITY) (STATE) (ZIP)

List your last four jobs (or ten years of work experience), including MILITARY and volunteer work. Begin with your current or most recent job and work back.

LAST OR CURRENT EMPLOYER: _____ Starting Date: _____
Mo. _____ Yr. _____
Mailing Address: _____ Ending Date: _____
Mo. _____ Yr. _____
Name of Supervisor: _____ Starting Salary: _____
Per _____
Your Position: _____ Ending Salary: _____
Per _____
Reason for Leaving: _____
May we contact this employer? _____
Your Duties: _____

NEXT PREVIOUS EMPLOYER: _____ Starting Date: _____
Mo. _____ Yr. _____
Mailing Address: _____ Ending Date: _____
Mo. _____ Yr. _____
Name of Supervisor: _____ Starting Salary: _____
Per _____
Your Position: _____ Ending Salary: _____
Per _____
Reason for Leaving: _____
May we contact this employer? _____
Your Duties: _____

NEXT PREVIOUS EMPLOYER: _____ Starting Date: _____
Mo. _____ Yr. _____
Mailing Address: _____ Ending Date: _____
Mo. _____ Yr. _____
Name of Supervisor: _____ Starting Salary: _____
Per _____
Your Position: _____ Ending Salary: _____
Per _____
Reason for Leaving: _____
May we contact this employer? _____

Your Duties: _____

Please explain in detail any time lapses in the above record due to unemployment or other reasons: _____

DRIVING RECORD:

Do you have a valid Texas Driver's License ? _____ Driver's License Number _____
Type: Operator: _____ Commercial: _____ Chauffeur: _____ Any
restrictions: _____

Have you driven commercially? _____ If yes, how long? _____
How many automobile accidents? _____ How many while on the job? _____
Have you ever had your license suspended or revoked? _____ If yes, when? _____
Why? _____
For how long? _____

EDUCATION:

CIRCLE HIGHEST GRADE COMPLETED

Grade School High School College Graduate School
1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 1 2 3

KIND	NAME AND LOCATION OF SCHOOL	FROM		TO		GRADUATE (CIRCLE)	DEGREE & MAJOR
		MO. YR.		MO. YR.			
HIGH SCHOOL						YES NO	
COLLEGE OR UNIVERSITY						YES NO	
OTHER SCHOOLS ATTENDED						YES NO	

In the space below, list additional training, educational seminars or short courses completed.

Do you have a G.E.D. or equivalent? Yes _____ No _____ Year G.E.D. received: _____ Place: _____

SKILLS AND CERTIFICATION:

LIST ALL VALID PROFESSIONAL LICENSE, REGISTRATIONS AND CERTIFICATES YOU PRESENTLY HOLD

Type: _____ Number: _____
Expiration Date: _____
Type: _____ Number: _____
Expiration Date: _____
Type: _____ Number: _____
Expiration Date: _____

List all machines equipment you can operate skillfully. _____

List any foreign languages you speak, write or read fluently: _____

In the space below, provide any additional information concerning your skills which qualifies you for the position you are seeking. _____

Will you work overtime whenever scheduled or required? Yes _____ No _____

Can you work weekends whenever scheduled or required? Yes _____ No _____

Would you accept part-time work? Yes _____ No _____

Would you accept temporary work? Yes _____ No _____

Special skills you possess: (Electrical, Mechanical, Clerical or Technical): _____

What hours are you available for work? _____

What means of transportation will you use to get to work? _____

Are you related by blood or marriage to the Mayor, any member of the City Council, or any employee of the city? **Yes or No.** If yes, state the name, relationship, title and department of such relative(s).

NAME:	RELATIONSHIP	TITLE	DEPARTMENT
_____	_____	_____	_____

Have you ever been employed by the City? Yes or No. If yes, list department(s), position(s) held and dates of employment below.

DEPARTMENT:	JOB TITLE:	FROM:	TO:
_____	_____	_____	_____

Do you reside within the corporate city limits? **Yes or No.**

How long have you lived at your present address? _____

Previous address: _____
(Street or P O Box) (City) (State) (Zip)

Are you legally eligible for employment in the U.S.A.? Yes or No. Date of Birth: _____

Have you ever been convicted, forfeited collateral, or are you now under charges for any felony or any firearms or explosives offense against the law? Yes or No. If yes, list all such offenses and state the date, place, and action taken: _____

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(Note: A conviction is not an automatic ban to employment; please provide complete information.)

If you have a minimum salary requirement, you may indicate here: _____ Per _____

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**CITY OF STANTON
APPLICATION FOR EMPLOYMENT**

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, MARTIAL STATUS, OR THE PRESENCE OF A
NON-JOB-RELATED MEDICAL CONDITION OR HANDICAP.

Do you wish to answer these questions?

_____ Yes _____ No (Complete only identification data at bottom of page.)

What is your Ethnic group?

_____ Asian _____ Black _____ Hispanic
_____ Indian (American) _____ White _____ Other

What is your sex?

_____ Female _____ Male

What is your Age Category?

_____ Under 18 _____ 18 to 21 _____ 22 to 24
_____ 25 to 34 _____ 35 to 44 _____ 45 to 54
_____ 55 to 64 _____ 65 and up

Are you a veteran of the U.S. Armed Forces?

_____ Yes _____ No

Name: _____
(Please Print)

Signature: _____

Date: _____

Your interest in our organization resulted from (you may check more than one if applicable):

_____ City Official/Employee _____ Texas Employment Commission
_____ Local Newspaper Ad _____ Private Employment Agency
_____ Ad in Journal _____ Radio/Television Ad
_____ Ad in Newspaper _____ Other (Specify)