

CITY OF HONEY GROVE APPLICATION FOR EMPLOYMENT

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Complete all information. You may attach a resume of no more than two (2) pages to this application. Additional information may be requested at a later date. This application will be kept on file for six (6) months, unless you periodically ask for the application to remain active. All information contained on this application is confidential and will not be shared with any other entity. Be sure to sign and date application.

Please Print

NAME: _____
LAST FIRST MI

SSN: _____ PHONE NUMBER _____

ALTERNATE # _____

DL # _____ CLASS: _____ CDL Y N

ADDRESS: _____
Street/P.O. Box City State Zip

Position Applied For: _____

Full Time/Part Time: _____ Have You Been Employed By the City in the past: _____

If so please provide details, (position held, dates, etc.): _____

Have you ever been convicted of a felony? Y N If yes, explain: _____

Education

Enter Highest Level Completed

Elementary School Y N

High School Y N If no, enter grade completed _____

College Y N Degree Received _____

Vocational Training Y N Field of Training/Certificates _____

Name and Location of Last School Attended: _____

Employment History

List most recent back

1. Company: _____ Phone #: _____

Address: _____
Street/P.O. Box City State Zip

Dates of Employment From: _____ To _____

Position Held: (Include Job Duties): _____

If No Longer Employed, Reason for Leaving: _____

2. Company: _____ Phone #: _____

Address: _____
Street/P.O. Box City State Zip

Dates of Employment From: _____ To _____

Position Held: (Include Job Duties): _____

If No Longer Employed, Reason for Living: _____

3. Company: _____ Phone #: _____

Address: _____
Street/P.O. Box City State Zip

Dates of Employment From: _____ To _____

Position Held: (Include Job Duties): _____

If No Longer Employed, Reason for Leaving: _____

Personal References

Name: _____ Phone Number: _____

Address: _____
Street/P.O. Box City State Zip

Name: _____ Phone Number: _____

Address: _____
Street/P.O. Box City State Zip

Name: _____ Phone Number: _____

Address: _____
Street/P.O. Box City State Zip

Business References

Name: _____ Phone Number: _____

Company Name: _____

Address: _____
Street/P.O. Box City State Zip

Name: _____ Phone Number: _____

Company Name: _____

Address: _____
Street/P.O. Box City State Zip

Name: _____ Phone Number: _____

Company Name: _____

Address: _____
Street/P.O. Box City State Zip

I understand that nothing in this application, or in any prior or subsequent written or oral statement, creates a contract of employment or any rights in the nature of a contract. I agree and understand that if I am hired by the CITY OF HONEY GROVE, my employment will be at-will, for an indefinite period of time, and may be terminated at any time, with or without cause or notice, at the option of CITY OF HONEY GROVE or myself. I understand that I have the right to end my employment at any time with sufficient notice and the CITY OF HONEY GROVE retains that same right. I also understand that no one has the authority to enter into any contract, agreement or modification of the foregoing unless such contract, agreement or modification is in writing and signed by the Mayor of CITY OF HONEY GROVE. The CITY OF HONEY GROVE provides equal employment opportunity without regard to race, color, sex, religion, national origin, age or disability. The CITY OF HONEY GROVE conforms to all applicable federal and state laws, rules, guidelines and regulations and provides equal employment opportunity in all employment relations. The CITY OF HONEY GROVE assures that all applicants for employment are given equal consideration based solely on job-related factors, such as qualifications, experience, performance and availability. Such equal consideration applies to all personnel actions, including but not limited to recruitment, selection, appointment, job assignment, training, transfer, promotion, merit increases, demotion, termination, pay rates and fringe benefits. CITY OF HONEY GROVE reviews, evaluates and monitors all personnel matters to ensure that they are in accordance with this policy

I UNDERSTAND, IF I AM OFFERED A POSITION WITH THE CITY OF HONEY GROVE, I WILL BE REQUIRED TO SUBMIT TO A DRUG TEST. I ALSO UNDERSTAND, IF I AM OFFERED A POSITION WITH THE CITY OF HONEY GROVE, A BACKGROUND CHECK WILL BE COMPLETED.

Any misinformation on this application will disqualify the applicant from consideration for employment with the CITY OF HONEY GROVE.

Signature

Date

MAIL COMPLETED APPICATION:

City of Honey Grove
633 N. 6th Street
Honey Grove, Texas 75446

Office: 903-378-3033 or 903-378-2323
Fax: 903-378-7890
jaci@cityofhoneygrove.org