



City of Dawson

JOB APPLICATION

Please Print

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.

Date of Application: _____

Position Applied for: _____

Name: _____

Date of Birth: _____

Social Security#: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone#: _____ Cell #: _____

Email address: _____

If you are under **18**, and it is required, can you furnish a work permit? _____

If no, please explain _____

Have you ever been employed here before? If **yes**, give dates and position _____

Are you legally eligible for employment in this country? _____

Date available for work _____ What is your desired salary? _____ per hour.

Type of employment desired Full-time Part-time Temporary Seasonal Educational Co-OP

Drivers License # _____ Issuing State: _____

Education (NOTE: Applicants may be required to provide proof of diploma degree, transcripts, licenses, certifications, and registrations.)

High School Graduate or GED? Yes ___ No ___ If yes, name and location of high school or GED institute: _____ . If no, give the highest grade completed _____ and year of completion _____ .

College Graduate? Yes ___ No ___ . If yes, what was your License/Certification _____ . Date issued _____ , Date expires _____ . Issued by/Location of issuing authority _____ License # _____ .

Do you speak a language other than English? Yes ___ No ___ If yes, what language (s) _____

Military Service (A copy of a report of separation from the Armed Services may be required)

Are you a veteran? Yes ___ No ___ If yes, list type of discharge _____ Dates of Service (From/To) _____ . Are you a surviving spouse of a veteran who has not remarried? Yes ___ No ___ Are you a surviving orphan of a veteran? Yes ___ No ___ . If yes, complete dates of service for veteran _____ .

Employment History:

This information will be the official record of your employment history and must accurately reflect all significant duties performed. Summaries of experience should clearly describe your qualifications.

1. Include **ALL** employment within the **last 10 years**. Begin with your current or last position and work back to your first. Employment history should include each position held, even those with the same employer.
2. Employer addresses must be complete mailing addresses, including zip code.
3. Answer all questions and completely summarize your experience including technical and managerial responsibilities and any special training, skills and qualifications for each position you have had.

If you need additional space to adequately describe your employment history, you may use this employment history sheet or attach a typed employment history providing the same information in the same format as this application form.

1. POSITION TITLE: _____

EMPLOYER: _____

MAILING ADDRESS: _____ CITY & STATE/ZIP _____

EMPLOYER PHONE # _____ IMMEDIATE SUPERVISOR NAME AND PHONE# _____
SUPERVISOR TITLE: _____

START DATE: _____ LEAVING DATE: _____

JOB DUTIES: _____

CURRENT/FINAL SALARY \$ _____ WAS YOUR POSITION: PART-TIME ___ FULL-TIME ___ TEMPORARY _____

REASON FOR LEAVING EMPLOYER: _____

2. POSITION TITLE: _____

EMPLOYER: _____

MAILING ADDRESS: _____ CITY & STATE/ZIP _____

EMPLOYER PHONE # _____ IMMEDIATE SUPERVISOR NAME AND PHONE# _____

SUPERVISOR TITLE: _____

START DATE: _____ LEAVING DATE: _____

JOB DUTIES: _____

CURRENT/FINAL SALARY \$ _____ WAS YOUR POSITION: PART-TIME ___ FULL-TIME ___ TEMPORARY _____

REASON FOR LEAVING EMPLOYER: _____

3. POSITION TITLE: _____

EMPLOYER: _____

MAILING ADDRESS: _____ CITY & STATE/ZIP _____

EMPLOYER PHONE # _____ IMMEDIATE SUPERVISOR NAME AND PHONE# _____

SUPERVISOR TITLE: _____

START DATE: _____ LEAVING DATE: _____

JOB DUTIES: _____

CURRENT/FINAL SALARY \$ _____ WAS YOUR POSITION: PART-TIME ___ FULL-TIME ___ TEMPORARY _____

REASON FOR LEAVING EMPLOYER: _____

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY SIGNING IN THE SPACE PROVIDED

1. I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information may be grounds for refusal to hire or if hired, termination.
2. I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the US.
3. I understand that the City of Dawson will check with the Texas Department of Public Safety, the Federal Bureau of Investigation or other organizations, for any criminal history in accordance with applicable statutes.
4. I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from any damages which may result from furnishing such information to you.
5. I understand that the City of Dawson is an **at-Will** employer and that employment can change **at-Will** from either the employee or employer. The City of Dawson is also an **Equal Opportunity Employer**.

Applicant Signature and Date Required: _____