

# City of Dimmitt Application for Employment

Date: \_\_\_\_\_

## PERSONAL

Last Name: \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Street Address: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone # \_\_\_\_\_ Business Phone# \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Marital Status: \_\_\_\_\_

Smoker: Yes No (Copy of DL required at time of interview)

Have you ever applied for employment with us? \_\_\_\_\_

Position Desired \_\_\_\_\_

Are you available for full time work? Yes No

Special training or skills: computer \_\_\_\_\_ heavy machine \_\_\_\_\_ backhoe \_\_\_\_\_

Building \_\_\_\_\_ concrete \_\_\_\_\_ language \_\_\_\_\_ other \_\_\_\_\_

How did you learn about our organization? \_\_\_\_\_

Pay Expected: \_\_\_\_\_ Will you work overtime? \_\_\_\_\_

When will you be available to begin work? \_\_\_\_\_

## EDUCATION

School	Name & location	Course completed	# of years completed	Did you graduate	Degree or Diploma
College					
High					
Elementary					
Other					

Drivers Licenses Number: \_\_\_\_\_

Type of Driver's License \_\_\_\_\_

(If applying for Public Works Dept. Only) If hired by the City of Dimmitt, I understand I will be required to have a CDL Driver's License within 3 months from date of hire, or I will be terminated. \_\_\_\_\_

(Initials)

### **MILITARY**

Branch of service \_\_\_\_\_

Period of Active Duty: From: \_\_\_\_\_ To \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_

Date of Final Discharge: \_\_\_\_\_

Describe your Duties & any special training \_\_\_\_\_

### **EMPLOYMENT**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

State Job Title and Describe your work:: \_\_\_\_\_

Telephone Number (\_\_\_\_) \_\_\_\_\_

Employed (State months and date): From \_\_\_\_\_ To \_\_\_\_\_

Weekly Pay \_\_\_\_\_ Start \_\_\_\_\_ Last \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

State Job Title and Describe your work:: \_\_\_\_\_

Telephone Number (\_\_\_\_) \_\_\_\_\_

Employed (State months and date): From \_\_\_\_\_ To \_\_\_\_\_

Weekly Pay \_\_\_\_\_ Start \_\_\_\_\_ Last \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_  
State Job Title and Describe your work:: \_\_\_\_\_  
Telephone Number (\_\_\_\_) \_\_\_\_\_  
Employed (State months and date): From \_\_\_\_\_ To \_\_\_\_\_  
Weekly Pay \_\_\_\_\_ Start \_\_\_\_\_ Last \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_  
State Job Title and Describe your work:: \_\_\_\_\_  
Telephone Number (\_\_\_\_) \_\_\_\_\_  
Employed (State months and date): From \_\_\_\_\_ To \_\_\_\_\_  
Weekly Pay \_\_\_\_\_ Start \_\_\_\_\_ Last \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

Are you over 18 years of age?                      Yes                      No

Have you ever been bonded?                      Yes                      No

If yes, with what employer? \_\_\_\_\_

Have you ever been convicted of a crime in the past ten years? Yes                      No

If yes, give explanation: \_\_\_\_\_

To the best of your knowledge, can you perform all the essential functions of the job?

Yes                      No

If no, describe limitations: \_\_\_\_\_

Length of residence in Dimmitt, Texas \_\_\_\_\_

List three credit references:

1. \_\_\_\_\_  
Address: \_\_\_\_\_ Amount Owed: \_\_\_\_\_

2. \_\_\_\_\_  
Address: \_\_\_\_\_ Amount Owed: \_\_\_\_\_

3. \_\_\_\_\_  
Address: \_\_\_\_\_ Amount Owed: \_\_\_\_\_

Give names of any relatives now employed by the City of Dimmitt, Texas indicating the department. \_\_\_\_\_

What prompted you to make application for this position? \_\_\_\_\_

Do you object to being finger printed for a background check? Yes      No

If yes, why: \_\_\_\_\_

Gives names and addresses of three persons other than relatives who have knowledge of your character, experience, or ability.

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**Please Read & SIGN BELOW**

The information provided in this application is true, correct and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal.

I understand that the City of Dimmitt is an Equal Employment Opportunity employer, As such, the City does not discriminate against any person regardless of race, gender, religion, color, age, disability national origin or any other protected class as defined by State or Federal law.

I authorize the investigation of all statements and information contained in the application and any accompanying or required documents. I further authorize checking with any and all references listed in this application. I release from all liability anyone supplying such information.

I agree to allow the City of Dimmitt to conduct a background and credit check and will voluntarily submit to being fingerprinted as part of this process. I release the City from all liability that might result from making these investigations.

If I am employed by the City of Dimmitt, I agree to conform to the employment policies of the City.

I understand that completion of this application does not guarantee that I have or will be employed by the City of Dimmitt. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

I understand that prior to making a final employment offer, the City of Dimmitt requires that I submit to a voluntary drug screen. I further understand that any conditional offer to employment may be withdrawn if I fail the drug screen.

I also understand that I am responsible for the cost of the drug screen and that the City of Dimmitt will reimburse me for these costs if I successfully pass the drug screen.

I acknowledge that I have read and understand the above statements. I affirm that all answers and information provided in this application and any enclosed documents are true and correct to the best of my knowledge. I have not knowingly withheld any fact or circumstance that would, if disclosed, affect my application unfavorably. I further understand that any omission of fact or false information provided in this application or any other document used in the employment decision will be grounds for immediate termination.

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