

JOB APPLICATION

City of Anson

1301 Commercial Ave., Anson, Texas 79501

325-823-2411

City of Anson is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact a company representative.

Please fill out all of the sections below:

Applicant Information

Applicant Name: _____

Address: _____

City, State and Zip Code: _____

Telephone Number: _____

Date of Application: _____, 20____

Employment Position applying for: _____

On what date can you start working if you are hired? _____

What days are you available to work? _____

If needed, are you available to work overtime? Yes No

Salary desired: _____

Personal Information

Have you ever applied to or worked for the City of Anson? Yes No

If yes, when and reasons for leaving? _____

Do you have any relatives, friends, or acquaintances working for the City of Anson? Yes No

If yes, state Name and Relationship: _____

Are you a U.S. Citizen or approved to work in the United States? Yes No

What document can you provide as proof of citizenship or legal status? _____

Are you 18 years of age or older? Yes No

Do you have any conditions which would require Job accommodations? Yes No

If yes, please describe accommodations required: _____

Have you ever been convicted of a criminal offense (felony or misdemeanor)? Yes No

If yes, please state the nature of the crime (s), when and where convicted and disposition of the case:

{Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.}

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Job Skills / Qualifications

Please list below the skills and qualifications you possess for the position for which you are applying:

(Note: City of Anson complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)

Education and Training

High school

Name: _____, Location (City, State) _____, Year Graduated _____, Degree Earned _____

College / University

Name: _____, Location (City, State) _____, Year Graduated _____, Degree Earned _____

Vocational School / Specialized Training

Name: _____, Location (City, State) _____, Year Graduated _____, Degree Earned _____

Military:

Are you a member of the Armed Services?

Yes No

Previous Employment

Employer Name: _____

Job Title: _____

Supervisor Name: _____

Employer Address: _____

City, State, and Zip Code: _____

Employer Telephone: _____

Dates Employed: _____

Reason (s) for leaving: _____

Employer Name: _____

Job Title: _____

Supervisor Name: _____

Employer Address: _____

City, State, and Zip Code: _____

Employer Telephone: _____

Dates Employed: _____

Reason (s) for leaving: _____

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Employer Name: _____

Job Title: _____

Supervisor Name: _____

Employer Address: _____

City, State, and Zip Code: _____

Employer Telephone: _____

Dates Employed: _____

Reason (s) for leaving: _____

References

Please provide 3 personal and professional references below:

Name: _____, Contact Information: _____

Name: _____, Contact Information: _____

Name: _____, Contact Information: _____

AT-WILL EMPLOYMENT

The relationship between you and the City of Anson is referred to as "employment at will." This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or the City of Anson. No representative of City of Anson has authority to enter into any agreement contrary to the foregoing "employment at will" relationship. You understand that your employment is "at will," and that you acknowledge that no oral or written statements or representations regarding your employment can alter your at-will employment status, except for a written statement signed by you and either The City Manager or City Council.

Applicant Signature: _____ Date: _____