

# 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.}*

**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:** \_\_\_\_\_

*City of Anson Job Application*

**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 you're at-will employment status, except for a written statement signed by you and either The City Manager or City Council.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_