



City of Watauga
 Human Resources
 7105 Whitley Road
 Watauga, TX 76148
 (817) 514-5826 Office
 (817) 514-5859 Fax

EMPLOYMENT APPLICATION

APPLICANT INFORMATION			
Last Name		First	M.I. Date
Street Address			Apartment/Unit #
City		State	Zip
Phone		E-mail Address	
Date Available	Social Security No.		Desired Salary \$ _____ per _____
Position Applied for		Are you at <u>least</u> 16 years of age? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Do you have any relatives who work for the City of Watauga? YES <input type="checkbox"/> NO <input type="checkbox"/>		Driver's License No. _____	
Name	Department	Type of License _____	
Name	Department		
Have you ever been employed by the City of Watauga? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when? In what position?			
United States citizens or aliens who are legally entitled to work in the United States are eligible for employment. If hired, can you submit documentation verifying your identity and legal right to work in the United States?			YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever been convicted of a felony or crime of moral turpitude? A conviction does not automatically disqualify you from employment. The City will consider the offense for which you were convicted, the circumstances surrounding the conviction, and the date of conviction as important factors in making its hiring decision. Give all facts and dates.			YES <input type="checkbox"/> NO <input type="checkbox"/>
EDUCATION			
High School		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
REFERENCES			
<i>Please list three professional references.</i>			
Full Name		Relationship	
Company		Phone ()	
Address			
Full Name		Relationship	
Company		Phone ()	
Address			
Full Name		Relationship	
Company		Phone ()	
Address			

THE CITY OF WATAUGA IS AN EQUAL OPPORTUNITY EMPLOYER

PREVIOUS EMPLOYMENT

Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	

May we contact your previous supervisor for a reference? YES NO

Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	

May we contact your previous supervisor for a reference? YES NO

Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	

May we contact your previous supervisor for a reference? YES NO

MILITARY SERVICE

Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain		

SKILLS/CERTIFICATIONS

Do you speak any foreign languages? YES NO Which one(s)?

Special Skills/Training

Computer Skills/Software

Licenses/Certification

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in denial of employment or termination following employment

Signature

Date

AUTHORIZATION FOR BACKGROUND AND REFERENCE RELEASE

I understand that any information, statements made or references given by any applicant for employment to the City of Watauga may be investigated by agents of the City of Watauga. I understand the City of Watauga reserves the right to make an in-depth investigation into the applicant's character, general reputation, qualifications, driving record, education and credit history, when applicable, to determine an applicant's qualification for employment. I understand that this information is for the sole use of the City of Watauga and will not be released to third parties without the consent of the applicant.

Having read and understood the above statement, I give my full consent to the above and allow the City of Watauga the right to fully investigate my character, general reputation, background qualifications, and whatever else may be applicable.

Signature

Date

AUTHORIZATION FOR BACKGROUND AND REFERENCE RELEASE

I understand and hereby authorize The City of Watauga to conduct verification and/or investigations including, but not limited to criminal history, credit (if applicable), driving record, character, employment history, reputation and any other job-related investigations as are necessary to determine my background and qualifications for employment. I authorize schools, persons, previous employers and other organizations to provide the City with any and all information about me and release any such schools, persons, previous employers and other organizations or individuals from any and all liability for damages of whatever kind which may result to me, including but not limited to, claims for negligence, which they might otherwise incur as a result of disclosing the information.

Signature

Date

APPLICANT STATEMENT

I understand The City of Watauga is an At-Will employer. I understand that no officer or representative of the City of Watauga other than the City Council has any authority to enter into any agreement or contract for employment.

I understand that the City of Watauga complies with the requirements of the Immigration Reform and Control Act of 1986 and that the City will hire only United States citizens and aliens who are authorized to work in the United States. I understand that all new employees who do not present the required documentation within three days of their hire date will be terminated.

The City of Watauga is committed to providing a safe, efficient and drug-free work environment. I understand that if offered employment with the City of Watauga, I will be required to take a post offer physical examination to determine fitness to perform essential job related functions of the position and urinalysis drug test. Depending on the position, I may be subject to a credit history check, driving record check, criminal history review, polygraph examination and psychological evaluation.

The City of Watauga does not discriminate on the basis of disability in the admission, access to, or treatment of employment. I understand that applicants for employment may request any reasonable accommodation to assist in the employment application or interview process. Questions or requests should be directed to Human Resources, 7105 Whitley Road, Watauga, Texas 76148. 817-514-5826 personnel@cowtx.org.

I certify that I have read, fully understand and accept all terms of the Applicant Statement.

Signature

Date



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It is the policy of the City of Watauga not to discriminate in its employment or personnel practices on the basis of race, color, sex, religion, national origin, age or disability. The information requested below is for record keeping and to analyze compliance with Federal Guidelines. This information will be kept separate from the employment application and will not be used as a basis for making an employment decision. Providing this information is voluntary.

THE CITY OF WATAUGA IS AN EQUAL OPPORTUNITY EMPLOYER			
Last Name	First	Middle	Date
Street Address			Apartment/Unit #
City		State	ZIP
Position Applied For		Type of Job <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/> Permanent	
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth		Age
Highest Level of Education Completed	<input type="checkbox"/> 9-12 Grade	<input type="checkbox"/> High School or GED	<input type="checkbox"/> Trade School <input type="checkbox"/> Some College
	<input type="checkbox"/> Associate Degree	<input type="checkbox"/> Bachelor Degree	<input type="checkbox"/> Master Degree <input type="checkbox"/> Doctorate
Race/Ethnicity	<input type="checkbox"/> Asian or Pacific Islander	<input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> Black <input type="checkbox"/> Hispanic (including Mexican, Cuban, Puerto Rican, South American or any other Spanish origin regardless of race)
	<input type="checkbox"/> White	<input type="checkbox"/> Other	
How did you hear about this position?	<input type="checkbox"/> Newspaper	<input type="checkbox"/> City's Website	<input type="checkbox"/> TML <input type="checkbox"/> Website: _____
	<input type="checkbox"/> City Employee	<input type="checkbox"/> Employment Agency or TWC	<input type="checkbox"/> School <input type="checkbox"/> Other: _____

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