City of Sandy Oaks, Texas

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last *First* *M.I.*

Address: _____
Street Address *Apartment/Unit #*

_____
City *State* *ZIP Code*

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: _____

Position Applied for: _____

	YES	NO		YES	NO
Are you a citizen of the United States?	☐	☐	If no, are you authorized to work in the U.S.?	☐	☐

Have you ever worked for this employer? YES ☐ NO ☐ If yes, when? _____

During the past 10 years, have you ever been convicted of, or have you plead guilty or no contest to a felony offense? YES ☐ NO ☐

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Diploma:: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

References

Please list three professional references.

Full Name: _____   Relationship: _____

Company: _____   Phone: _____

Address: _____

Full Name: _____   Relationship: _____

Company: _____   Phone: _____

Address: _____

Full Name: _____   Relationship: _____

Company: _____   Phone: _____

Address: _____

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: _____

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 my release.

Signature: _____ Date:_____