

APPLICATION FOR EMPLOYMENT

201 East Walnut ~ P.O. 1299, Decatur, TX 76234
Telephone: 940-393-0205 ~ Fax: 940-627-1341

APPLICATION FOR EMPLOYMENT

INSTRUCTIONS: Please complete in full. Print or type **all** information. False, misleading or incomplete information is cause for rejection or dismissal. Employment is subject to applicant satisfying the City's requirements as to character, employment testing, employment references, and post-offer physical examination and drug screen. This application, along with any attachments, becomes the property of the City of Decatur. An application is required for each position you apply.

All applicants meeting the City's minimum qualifications will be considered for employment without regard to race, religion, sex, national origin, age or the presence of a non-job-related medical condition or disability.

DATE _____ JOB APPLYING FOR: _____
 DATE YOU ARE AVAILABLE TO START WORK _____
 IF OFFERED THE POSITION, WILL YOU ACCEPT THE STARTING SALARY? Yes _____ No _____
 IF NO, WHAT SALARY IS DESIRED? _____
 HOW DID YOU LEARN ABOUT US AND/OR THE POSITIONS FOR WHICH YOU APPLIED?
 _____ Professional Organization/Network _____ Walk-In _____ Newspaper _____ City Employee
 _____ Decatur Website _____ Friend _____ Relative _____ Other _____

PERSONAL

NAME _____
 Last First M.I.
 ADDRESS _____
 STREET APT # CITY STATE ZIP
 TELEPHONE: Home: _____ Work/Cell: _____
 E-MAIL: Home : _____ Work: _____
 ARE YOU CURRENTLY ON "LAY-OFF" STATUS & SUBJECT TO RECALL?..... Yes _____ No _____
 ARE YOU CURRENTLY EMPLOYED?..... Yes _____ No _____
 ARE YOU ABLE TO TRAVEL IF THE JOB REQUIRES TO DO SO?..... Yes _____ No _____
 DO YOU OR YOUR SPOUSE HAVE ANY FRIENDS/RELATIVES WHO
 WORK FOR DECATUR?..... Yes _____ No _____
 If Yes: Name _____
 Dept _____ Relationship _____
 HAVE YOU EVER BEEN EMPLOYED BY DECATUR?..... Yes _____ No _____
 Dept: _____ Reason for Leaving _____
 Dates of Employment: Starting _____ Ending _____
 HAVE YOU PREVIOUSLY FILED AN APPLICATION WITH DECATUR?..... Yes _____ No _____
PLACE AN "X" THROUGH ANY OF THE FOLLOWING THAT YOU ARE UNABLE OR UNWILLING TO WORK:
 EVENINGS DEEP NIGHTS WEEKENDS HOLIDAYS ON CALL PART-TIME FULL-TIME TEMPORARY OVERTIME

INSTRUCTIONS: List **all** employers for which you have worked in the last **ten (10) years**, starting with the most recent or current employer. Complete **all** blanks. Please print or type. Describe all job duties performed which demonstrate your qualifications for the position for which you are applying. **BE ADVISED THAT A RESUME IS NOT A SUBSTITUTE FOR THE INFORMATION REQUESTED BELOW.** A resume may be attached as a supplement to the information given below. Failure to provide the required information may result in disqualification from active consideration.

MOST RECENT EMPLOYER: _____ **Starting Date:** _____
ADDRESS: _____ **Ending Date:** _____
EMAIL _____ **PHONE** _____
NAME OF IMMEDIATE SUPERVISOR: _____ **Starting Salary:** _____
YOUR POSITION: _____ **Ending Salary:** _____
REASON FOR DESIRING CHANGE: _____

DESCRIBE ALL DUTIES PERFORMED IN THIS POSITION ESPECIALLY THOSE WHICH DEMONSTRATE YOUR QUALIFICATIONS FOR THE POSITION FOR WHICH YOU ARE CURRENTLY APPLYING. PLEASE BE SPECIFIC:

NEXT PREVIOUS EMPLOYER: _____ **Starting Date:** _____
ADDRESS: _____ **Ending Date:** _____
EMAIL _____ **PHONE** _____
NAME OF IMMEDIATE SUPERVISOR: _____ **Starting Salary:** _____
YOUR POSITION: _____ **Ending Salary:** _____
REASON FOR DESIRING CHANGE: _____

DESCRIBE ALL DUTIES PERFORMED IN THIS POSITION ESPECIALLY THOSE WHICH DEMONSTRATE YOUR QUALIFICATIONS FOR THE POSITION FOR WHICH YOU ARE CURRENTLY APPLYING. PLEASE BE SPECIFIC:

NEXT PREVIOUS EMPLOYER: _____ **Starting Date:** _____
ADDRESS: _____ **Ending Date:** _____
EMAIL _____ **PHONE** _____
NAME OF IMMEDIATE SUPERVISOR: _____ **Starting Salary:** _____
YOUR POSITION: _____ **Ending Salary:** _____
REASON FOR DESIRING CHANGE: _____

DESCRIBE ALL DUTIES PERFORMED IN THIS POSITION ESPECIALLY THOSE WHICH DEMONSTRATE YOUR QUALIFICATIONS FOR THE POSITION FOR WHICH YOU ARE CURRENTLY APPLYING. PLEASE BE SPECIFIC:

NEXT PREVIOUS EMPLOYER: _____ **Starting Date:** _____
ADDRESS: _____ **Ending Date:** _____
EMAIL _____ **PHONE** _____
NAME OF IMMEDIATE SUPERVISOR: _____ **Starting Salary:** _____
YOUR POSITION: _____ **Ending Salary:** _____
REASON FOR DESIRING CHANGE: _____

DESCRIBE ALL DUTIES PERFORMED IN THIS POSITION ESPECIALLY THOSE WHICH DEMONSTRATE YOUR QUALIFICATIONS FOR THE POSITION FOR WHICH YOU ARE CURRENTLY APPLYING. PLEASE BE SPECIFIC:

EXPLAIN IN DETAIL ANY TIME LAPSES IN YOUR EMPLOYMENT RECORD DUE TO UNEMPLOYMENT OR OTHER REASONS

School/College Name And City Where Located Address	Type of Degree Granted (BBA, BS, BA, AS, MPA) Major & Minor	Circle Last Year of Education Completed For Each	Total Number of Hours Completed	Diploma/Degree Granted & GPA
<u>High School</u>	Type: Major: Minor:	9 10 11 12		Diploma? Yes No GED? Yes No GPA _____
<u>College/University</u>	Type: Major: Minor:	1 2 3 4		Degree? Yes No GPA _____
<u>College/University</u>	Type: Major: Minor:	1 2 3 4		Degree? Yes No GPA _____
<u>Graduate School</u>	Type: Major: Minor:	1 2 3 4		Degree? Yes No GPA _____
<u>Business/Trade</u>	Type: Major:	1 2 3 4		

PLEASE DESCRIBE ANY COURSES, PROGRAMS OR OTHER ACTIVITIES WHICH YOU PARTICIPATED IN THAT RELATE TO THE POSITION FOR WHICH YOU ARE APPLYING: _____

PLEASE LIST ANY PROFESSIONAL ASSOCIATIONS, LICENSING AND/OR CERTIFICATION WHICH YOU PARTICIPATE IN OR HAVE ACQUIRED: _____

SERVICE IN THE U.S. ARMED FORCES:

1. HAVE YOU EVER SERVED IN THE U.S. ARMED FORCES? YES NO
 A. A COPY OF FORM DD214 MUST BE PROVIDED TO THE HUMAN RESOURCES OFFICE PRIOR TO TESTING OR INTERVIEWING IN ORDER TO RECEIVE MILITARY POINTS.
 B. ANY JOB RELATED EXPERIENCE _____
2. ARE YOU PRESENTLY A MEMBER OF A MILITARY RESERVE UNIT? _____

INSTRUCTIONS: Answer all questions. Omitted questions will be grounds for disqualification of your application. Falsification of information is grounds for disqualification of your application or immediate termination of employment. Please provide three (3) professional and three (3) personal references.

PROFESSIONAL REFERENCES

REFERENCES — #1 PROFESSIONAL:

Name: _____ Relationship: _____
Company: _____ Title: _____
Address: _____
Telephone: _____ Fax: _____ Email: _____

REFERENCES — #2 PROFESSIONAL:

Name: _____ Relationship: _____
Company: _____ Title: _____
Address: _____
Telephone: _____ Fax: _____ Email: _____

REFERENCES — #3 PROFESSIONAL:

Name: _____ Relationship: _____
Company: _____ Title: _____
Address: _____
Telephone: _____ Fax: _____ Email: _____

PERSONAL REFERENCES

REFERENCES — #1 PERSONAL:

Name: _____ Relationship: _____
Company: _____ Title: _____
Address: _____
Telephone: _____ Fax: _____ Email: _____

REFERENCES — #2 PERSONAL:

Name: _____ Relationship: _____
Company: _____ Title: _____
Address: _____
Telephone: _____ Fax: _____ Email: _____

REFERENCES — #3 PERSONAL:

Name: _____ Relationship: _____
Company: _____ Title: _____
Address: _____
Telephone: _____ Fax: _____ Email: _____

IMPORTANT PLEASE READ

I understand that all information submitted and considered is subject to verification. I understand and hereby authorize and give permission for the City of Decatur to conduct verification and/or investigations including but not limited to credit history, criminal history, driving record, character, employment history, reputation and any other job-related investigations as are necessary to determine my qualifications for employment. I authorize the schools, persons, previous employers and other organizations to provide the City with any and all information about me. I hereby 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 about me.

I understand that if I am offered employment with the City of Decatur, I will be required to take a post-offer physical exam which will include drug testing. Any offer of employment that I may receive will be conditioned upon the results of the post-offer physical exam. In addition, positive results of the post-offer drug test will disqualify me from employment. I also understand that if I become employed with the City of Decatur, I will be required to comply with the City's drug testing policies and procedures.

I understand also that I am required to abide by all rules and regulations of the City and department. The City shall have the right to amend, modify or revoke its rules and regulations at any time. I will familiarize myself promptly with such rules and regulations now or hereafter in effect.

In consideration of my employment, I agree to conform to the rules and regulations of the City of Decatur. I understand that my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of the City or myself. I understand that no employee or officer of the City has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing.

I understand that decisions to fund steps, merit increases, or salary adjustments are made annually by the City Council and the existence of a pay plan or other document showing steps, merit increases, or ranges, does not guarantee a timed progression through a grade.

I certify that all statements and answers to all questions in this application are true, complete and correct and are made in good faith. I understand that falsification of any answers I have given will have serious consequences, including disqualification for employment and/or termination of employment without right of appeal.

My employment shall be in accordance with the terms of this application, City rules and regulations and any amendments thereto. The City shall have the right to amend, modify or revoke its rules and regulations at any time. I will familiarize myself promptly with such rules and regulations now or hereafter in effect. Failure to sign the application will result in an incomplete application and will be disqualified.

Printed Name _____

Signature _____

Date _____

CITY OF DECATUR AT WILL EMPLOYER

I understand that nothing in this application, or in any prior or subsequent written or oral statement, creates a contract of employment or any rights in the nature of a contract. I agree and understand that if I am hired by the City of Decatur my employment will be at-will, for an indefinite period of time, and may be terminated at any time, with or without cause or notice, at the option of the City of Decatur or myself. I understand that I have the right to end my employment at any time and that the City of Decatur retains that same right. I also understand that no one has the authority to enter into any contract, agreement or modification of the foregoing unless such contract, agreement or modification is in writing and signed by the City Manager.

Signature

Date

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Please continue application on the next page



Notice of Disclosure & Consumer Consent (Related to Fair Credit Reporting Act)

Consumer Information (Applicant/Employee/Volunteer/Vendor/Solicitor)

The information you provide below will be used solely for the purpose of obtaining consumer reports for employment or business-related purposes. The City of Decatur will not use this information for any reason that violates applicable Federal or State equal employment opportunity laws or regulations.

Legal Name: _____ Social Security #: _____ Date/Birth: _____

Home Address: _____ City: _____ ST: _____ ZIP: _____

Driver's License: _____ Type: ___Operator ___Commercial Other_____ Class: ___A ___B ___C Other_____ State/Issue:___

Status: Applicant applying for new position. Name of Position: _____
 Current employee applying for new position. Name of New Position: _____
 Volunteer applying for position. Hosting Dept: _____ Name of Position: _____
 Other Employment or Business-Related Activity. Description: _____

Disclosure Requirements

In compliance with the Fair Credit Reporting Act (FCRA), the City of Decatur is notifying you as a consumer that information provided by you on the City's employment applications or other similar documents may be verified using "consumer reports" provided by a "consumer reporting agency" (CRA) for employment purposes or other legitimate business-related purposes. The City of Decatur has contracted with a number of CRA's to verify certain information provided by you for employment or business-related purposes. Under FCRA, "employment purposes" means a report used for evaluating a consumer for employment, promotion, reassignment, or retention as an employee. "Business-related purposes" includes volunteer applicants, vendors/solicitors, license/permit applicants, or others performing business-related services related to the City.

As defined in FCRA 603 (d) (1) (A), "consumer reports" include, but are not limited to, written communications from CRA's reflecting an applicant's financial position, character, general reputation, personal characteristics or mode of living for employment purposes. Examples of "consumer reports" that the City may use include, but are not limited to verifications and/or information on the following: motor vehicle records, criminal and civil records, credit reports, education records, prior employment, and other public documents.

Your employment, continued employment, or affiliation with the City of Decatur may be determined in whole or in part by the City using data from consumer reports supplied by various CRA's. Pursuant to Section 609 of the FCRA, you may be entitled to a copy of the consumer reports provided by the CRA.

In compliance with the FCRA, the City of Decatur agrees information obtained through CRA's will not be used in violation of any applicable Federal or State equal employment opportunity law or regulation.

Consumer Acknowledgement and Consent

I understand and agree that one or more consumer reporting agencies will verify all or part of the information I have given the City of Decatur in employment applications, telephone conversations, interviews, or by other means during the application process for employment, volunteer opportunities, licenses/permits, or other similar legitimate business-related activities. I understand that this verification may include an inquiry into my credit history, motor vehicle driving records, criminal and civil records, prior employment (including contacting prior employers), education (degree, GPA and attendance) as well as other public record information.

I release and hold harmless from all liability any individual or entity, including the City of Decatur and the CRA's it uses, for requesting or supplying information with respect to my application for employment or other legitimate business-related purpose. If employed or accepted by the City, I understand that this document will remain valid throughout my employment and/or affiliation with the City. I agree that this document constitutes proper, legal notice of FCRA disclosures and authorizes my consent to perform checks related to my employment or business affiliation with the City.

I authorize and consent to the release of such information as may be necessary to verify the information I have provided. I am also aware, and do further consent and authorize the City of Decatur to use this information to evaluate my candidacy for employment, my continued employment, or my affiliation with the City of Decatur.

Printed/Typed Name of Consumer

Signature of Consumer

Date

DATA RECORD PURPOSE:

As a municipality and recipient of federal funds, the City of Decatur is subject to federal and state laws requiring equal employment opportunity. In order to monitor compliance with these laws and to assure job openings reach qualified applicants, we ask all applicants for all positions to provide the following information, which will be maintained in a confidential manner to the extent authorized by law. This information will be separate from your application and employment-related files and will not be used as the basis for making employment decisions. Your voluntary participation in obtaining this information is greatly appreciated. After completion, please return to the City at the following address as soon as possible:

City of Decatur
Human Resources Department
201 East Walnut ~ P.O. Box 1299
Decatur, Texas 76234
T: 940-393-0205 ~ F: 940-627-1341

APPLICANT INFORMATION:

Full Name: _____
Last First Middle
Address: _____ City: _____ ST: _____ ZIP: _____
Today's Date: _____ Gender: _____ Female _____ Male Date of Birth: _____ Age: _____

POSITION APPLIED FOR:

Job Title: _____ Dept: _____

ETHNICITY (check only one):

_____ White/Caucasian (non-Hispanic) _____ African American/Black _____ American Indian/Alaskan Native
_____ Hispanic (including persons of Mexican, Puerto Rican, Cuban, South American or other Spanish origin or culture regardless of Race)
_____ Asian or Pacific Islander _____ Other (please specify) _____

REFERRAL SOURCES (may check more than one):

CITY RESOURCES: _____ HR Job Posting Board _____ City website _____ Other _____
NEWSPAPER: _____ Fort Worth Star Telegram _____ Dallas Morning News _____ Wise County Messenger
Other _____
PROFESSIONAL ORGANIZATION: (please specify) _____
PERIODICAL/JOURNAL: (please specify): _____
OTHER: City employee _____ Friend not working at the City _____ Agency _____ TML _____
Texas Workforce _____ Internet site (please specify): _____

SIGNATURE:

Printed Name of Applicant Signature of Applicant Date

The following information is requested for **Human Resources** use only. These forms will not be forwarded to the department in which you are applying.

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INSTRUCTIONS: Answer all questions. Omitted questions will be grounds for disqualification of your application. Falsification of information is grounds for disqualification of your application or immediate termination of employment. All certification statements agreed to on the general City of Decatur application apply to information given here.

WITHIN THE LAST FIVE (5) YEARS, HAVE YOU EVER BEEN DISCHARGED OR DISCIPLINED BY AN EMPLOYER FOR:

- TARDINESS..... YES ___ NO ___ DISCHARGED ___ DISCIPLINED ___
- JOB ABANDONMENT..... YES ___ NO ___ DISCHARGED ___ DISCIPLINED ___
- OTHER ATTENDANCE-RELATED PROBLEMS YES ___ NO ___ DISCHARGED ___ DISCIPLINED ___
- FIGHTING..... YES ___ NO ___ DISCHARGED ___ DISCIPLINED ___
- ASSAULT..... YES ___ NO ___ DISCHARGED ___ DISCIPLINED ___
- INSUBORDINATION..... YES ___ NO ___ DISCHARGED ___ DISCIPLINED ___
- VIOLATING SAFETY RULES..... YES ___ NO ___ DISCHARGED ___ DISCIPLINED ___

EXPLAIN ANY "YES" RESPONSES GIVEN ABOVE:

HAVE YOU EVER BEEN DISCIPLINED OR DISCHARGED BY AN EMPLOYER FOR:

- THEFT..... YES ___ NO ___ DISCHARGED ___ DISCIPLINED ___
- BEING UNDER THE INFLUENCE OF ALCOHOL OR DRUGS AT WORK..... YES ___ NO ___ DISCHARGED ___ DISCIPLINED ___
- POSSESSION OF ALCOHOL OR DRUGS WHILE AT WORK..... YES ___ NO ___ DISCHARGED ___ DISCIPLINED ___
- SALE OF ALCOHOL OR DRUGS AT WORK..... YES ___ NO ___ DISCHARGED ___ DISCIPLINED ___
- UNAUTHORIZED REMOVAL OF EMPLOYER'S PROPERTY..... YES ___ NO ___ DISCHARGED ___ DISCIPLINED ___
- FALSIFYING EMPLOYMENT, EDUCATION, AND/OR APPL. INFO..... YES ___ NO ___ DISCHARGED ___ DISCIPLINED ___
- SEXUAL HARASSMENT OR SEXUAL IMPROPRIETY..... YES ___ NO ___ DISCHARGED ___ DISCIPLINED ___

HAVE YOU EVER BEEN DISCHARGED (FIRED) FROM A JOB? YES ___ NO ___ EMPLOYER _____

HAVE YOU EVER BEEN CONVICTED OF ANY MISDEMEANOR OR FELONY EXCLUDING MINOR

TRAFFIC OFFENSES?..... YES ___ NO ___

HAVE YOU EVER BEEN PLACED ON DEFERRED ADJUDICATION, DEFERRED PROBATION OR DEFERRED PROSECUTION?..... YES ___ NO ___

ARE YOU CURRENTLY ON PROBATION, COMMUNITY SUPERVISION OR PAROLE?..... YES ___ NO ___

HAVE YOU EVER TESTED POSITIVE FOR A CONTROLLED SUBSTANCE IN THE LAST TWO YEARS?... YES ___ NO ___

HAVE YOU EVER REFUSED A REQUIRED TEST FOR DRUGS OR ALCOHOL IN THE LAST TWO YEARS? YES ___ NO ___

EXPLAIN ANY "YES" RESPONSES GIVEN ABOVE AND GIVE DATES OF SAME. CONVICTION INFORMATION SHOULD INCLUDE STATE, COUNTY AND DATE OF OCCURRENCE. _____
