



700 RAILROAD AVE
BALLINGER, TX
325-365-3511

<u>Date of Application:</u> _____

City of Ballinger 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 the sections below:

Applicant information

Applicant Name: _____

Address: _____

City, State and Zip Code: _____

Telephone Number: _____

Email: _____

Position applying for: _____

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

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 Ballinger? YES NO

If yes, when? _____

If yes, reason for leaving?

Have you ever been terminated from a job/if so please explain?

Do you have a valid driver's license? YES NO DL# _____ State _____

Do you have restrictions on driving? _____

Do you have a CDL? YES NO

Are you 18 years of age or older? YES NO

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:

Resume Attached? YES NO

(Note: City of Ballinger 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 _____,

College / University

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

Degree Earned: YES NO Degree: _____

Vocational School / Specialized Training

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

Degree/Certificate Earned: YES NO Degree: _____

Other Schools/Classes/Continuing Education Not Listed Above

Military:

Are you a member of the Armed Services? YES NO

Relevant Licenses & Certifications:

Do you hold a water or sewer license? YES NO

If so what Class? _____

Do you hold any other license related to this job? YES NO

If yes explain _____

Previous Employment

Employer: _____ **May we contact Employer? YES NO**

Job Title: _____

Supervisor: _____

Employer Address: _____

Employer Number: _____

Dates of Employment: _____

Reason for leaving: _____

Employer: _____ **May we contact Employer? YES NO**

Job Title: _____

Supervisor: _____

Employer Address: _____

Employer Number: _____

Dates of Employment: _____

Reason for leaving: _____

Employer: _____ **May we contact Employer? YES NO**

Job Title: _____

Supervisor: _____

Employer Address: _____

Employer Number: _____

Dates of Employment: _____

Reason for leaving: _____

References

Please provide 3 nonrelated personal and professional references below:

1. Name: _____,

Phone number: _____, Email: _____

2. Name: _____,

Phone number: _____, Email: _____

3. Name: _____,

Phone number: _____, Email: _____

AT-WILL EMPLOYMENT *The relationship between you and the City of Ballinger 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 Ballinger. No representative of the City of Ballinger has the 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.*

If offered the position, I authorize the City of Ballinger to collect information and background on my personal history. I understand that I will be required to take a drug test and if I do not pass, I will be liable for the costs of the test. I agree if hired to continually maintain a lifestyle of moral character and agree to standard or regular drug testing. I agree to convey appropriate notice on my departure if leaving a position, and that this may forfeit my rights to benefits, accrued leave, and access to City of Ballinger employee resources.

Applicant Signature: _____ Date: _____