



Village of Jones Creek
7207 Stephen F. Austin
Jones Creek, Texas
979-233-2700 Office
979-233-3712 Fax

Village of Jones Creek APPLICATION FOR EMPLOYMENT

PRINT OR TYPE

Title of Job Applying for: _____ Date: _____

Applicant's Name: _____
Last First Middle

Address: _____
Street City State Zip

Telephone No.: _____
(Area Code) Home No. (Area Code) Business No. (Area Code) Cell Phone No.

Personal:

Are you over the age of 18? Yes _____ No _____

Social Security Number: _____

If you are hired for a position, can you show proof of U.S. Citizenship?

Yes _____ No _____

Are you a registered alien? Yes _____ No _____ If yes, Number: _____

Driver's License Number: _____ State: _____ Type: _____

Have you ever been employed by the Village of Jones Creek? Yes _____ No _____

If yes, date and department: _____

Date available for work: _____

Are you able to work: Full-time _____ Part-time _____

Are there any restrictions to the hours you can work? Yes _____ No _____

If yes, explain: _____

Are you related to any employee or City Official of the Village of Jones Creek? Yes _____ No _____

If yes, whom: _____ Relationship: _____

Date of Birth: _____
/ /

IF SUBMITTING RESUME, PLEASE ALSO COMPLETE APPLICATION
COMPLETE ALL ITEMS, if not applicable, indicate N/A

EDUCATION

Type of School	Name and Address	No. of Years Attended	Grad. Yes/No	Major	Degree
High School or GED (circle one)					
University					
Other					

Military Service Record:

Are you a veteran? Yes _____ No _____

Branch: _____ Date Entered: _____ Date Discharged: _____ Spec _____

Have you ever been convicted, pled guilty or no contest to a felony offense? Yes ____ No ____ (Imp restitution.)

If so, please explain. _____

A conviction record will not necessarily disqualify you from employment. Your case will be considered in relationship to the requirements of the position.

Do you have any physical, mental, or medical impairment that will impede your ability to satisfactorily perform the job applied for? Yes ____ No ____ If so, what type(s) of job accommodations will enable you to perform the job? _____

EMPLOYMENT HISTORY: (start with the most recent and attach additional sheet if needed)

Employer Name:	Area Code/ Phone:	Explain Duties:	Employment Date:
			From:
			To:
Address: City, State, Zip			Annual Salary: Starting
			Endin
			May we contact this Employer?
Job Title:			Yes___No___
Reason for Leaving:			
Employer Name:	Area Code/ Phone:	Explain Duties:	Employment Date:
			From:
			To:
Address: City, State, Zip			Annual Salary: Starting
			Endin
			May we contact this Employer?
Job Title:			Yes___No___
Reason for Leaving:			
Employer Name:	Area Code/ Phone:	Explain Duties:	Employment Date:
			From:
			To:
Address: City, State, Zip			Annual Salary: Starting
			Endin
			May we contact this Employer?
Job Title:			Yes___No___
Reason for Leaving:			

Employer Name:	Area Code/ Phone:	Explain Duties:	Employment Date:
			From:
Address: City, State, Zip			To:
			Annual Salary: Starting
			Endin
Job Title:			May we contact this Employer?
			Yes___No___
Reason for Leaving:			

Supplementary Training/Experience: List other training and experience

Qualifications Summary: In detail, list qualifications and skills you possess

PERSONAL REFERENCES (not relatives)

Name & Address	Phone	Occupation – how known
	Business:	
	Home:	
	Cell:	

Name & Address	Phone	Occupation – how known
	Business:	
	Home:	
	Cell:	

Name & Address	Phone	Occupation – how known
	Business:	
	Home:	
	Cell:	

I, _____, certify that the answers given herein are true and complete to the best of my knowledge. I hereby authorize the Village of Jones Creek the right to investigate all statements contained in this application. In the event of employment, I understand that false statements on the application shall be grounds for dismissal. I also understand that by submitting this application, I am subject to a pre-employment physical examination and drug and alcohol testing, and further, will be subject to a criminal background check. I agree to immediately notify the Village of Jones Creek if I am convicted of, receive deferred adjudication in, or otherwise plead guilty or no contest to a felony, or any crime involving dishonesty or breach of trust, while my application is pending or during my period of employment, if hired.

Applicant's Signature

Date

AN EQUAL OPPORTUNITY EMPLOYER
Qualified applicants are considered for all positions without regard to race, color, sex, religion, national origin, handicap, age, or veterans status

