

Village of Jones Creek APPLICATION FOR EMPLOYMENT

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

PRINT OR TYPE

Title of Job	o Applying for:		Date:	
Applicant's	s Name:	First	Middle	
Address:_				
	Street	City	State Zip	
Telephone	e No.: (Area Code) Home No.	(Area Code) Business No.	(Area Code) Cell Phone	No.
Personal:				
Are	e you over the age of 18?	YesNo	Date of Birth:	
So	cial Security Number:			
•	ou are hired for a position izenship?	n, can you show proof of U.S. YesNo		
Are	e you a registered alien?	YesNo		
Dri	ver's License Number:		_State:Type:	
Н	lave you ever been emplo	oyed by the Village of Jones C	reek? Yes No	
If y	es, date and department:			
Da	te available for work:			
Are	e you able to work: Full-tii	mePart-time		
Are	e there any restrictions to	the hours you can work?	YesNo	
If y	es, explain:			
Are	e you related to any emplo	oyee or City Official of the Villa	age of Jones Creek? Yes_	No
∟ If v	res, whom:	Relationship:		

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

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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 F	Record:				
Are you a veterar	n? YesNo				
Branch:	Date Entered:	Dat	e Discharge	d:	Sp
Have you ever be	een convicted, pled guilty or n	o contest to a fe	lony offense	? Yes	_No (Ir
restitution.)					
If so, please expl	ain				
	d will not necessarily disqualify yo	, ,	ent. Your case		
Do you have any	physical, mental, or medical i	impairment that	will impede y	our ability	to
_	orm the job applied for? Yes_		_		
accommodations	will enable you to perform the	e job?			

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

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

	Area Code/ Phone:	Explain Duties:	Employment Date:
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			To:
Address: City, State,	Zin		Annual Salary:
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			Endin
			May we contact
Job Title:			this Employer?
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			YesNo
Reason for Leaving:			
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applementary main	ing/Experience. I	List other training and expendi	
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Qualifications Summa	arv: In detail list		
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PERSONAL REFER		Phone Business:	
PERSONAL REFER		Phone Business: Home:	
PERSONAL REFER		Phone Business:	
PERSONAL REFER		Phone Business: Home: Cell:	Occupation – how known
PERSONAL REFER Name & Address		Phone Business: Home: Cell:	
PERSONAL REFER Name & Address		Phone Business: Home: Cell: Phone Business:	Occupation – how known
PERSONAL REFER Name & Address		Phone Business: Home: Cell: Phone Business: Home	Occupation – how known
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PERSONAL REFER		Phone Business: Home: Cell: Phone Business: Cell:	Occupation – how known Occupation – how known

my knowledge. I hereby authorize the Village of Jones this application. In the event of employment, I unders grounds for dismissal. I also understand that by submi physical examination and drug and alcohol testing, and agree to immediately notify the Village of Jones Creek	s given herein are true and complete to the best of Creek the right to investigate all statements contained in stand that false statements on the application shall be ting this application, I am subject to a pre-employment further, will be subject to a criminal background check. I if I am convicted of, receive deferred adjudication in, or crime involving dishonesty or breach of trust, while my, 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

EEO DATA SHEET

<u>IMPORTANT – ALL APPLICANTS READ:</u> The commitment of the Village of Jones Creek to a policy of equal employment opportunity requires that certain information be gathered and documented for statistical purposes. The following information is requested in order to assist us in complying with EEO reporting guidelines. This information will <u>not</u> be used for making interviewing or hiring decisions.

Name		Date of Application
Last	First	M.I.
Position applied for:		
Date of Birth		Male Female
Social Security Num	ber	Last 4 only
Driver's License (sta	ate & number)	Expiration date
How were you refer	red to us?	
Newspaper ad		TML Career Center
Walk-in		Friend
Other		
ETHNIC CATEGO	<u>DRY</u>	
White Black. Hispanic or Lati	no	Asian or Pacific IslanderAmerican Indian or Alaskan Native.I do not wish to voluntarily supply this information
<u>OTHER</u>		
		d on active duty for a period of more than 180 days, who received other than a fall into any of the other categories outlined below. (1)
	· Veteran's Admir	who served has 30 percent or more disability and is entitled to disability nistration who was released from the military service (active duty) for a e line of duty. (2)
performed during the	e period of Augus	who served on active duty for more than 180 days (any part of which was st 5, 1964 through May 7, 1975) and who was discharged or released from the conorable discharge. (3)
A Disabled Viet	nam ERA Vetera	n – A person who meets both the criteria stated in #2 & #3.
Other – A perso	n who is not a vet	eran and does not fall into any of the other Veteran categories listed above.
limits one or more o	f that person's ma	hual – A person who has a physical or mental impairment which substantially ajor life activities, or has a record of such impairment, and is capable job with reasonable accommodation to their handicap.
I do not wish to Page 6 of 6	voluntarily supply	y this information.