

CITY OF NASH, TEXAS

Employment Application

Date of Application: _____



A LITTLE INFORMATION ABOUT YOU....

Last Name: _____ First: _____ M.I.: _____

Street Address: _____ Apartment/Unit #: _____

City: _____ State: _____ ZIP: _____

Phone: Work Cell E-mail Address: _____

Secondary Phone: _____ Cell Work Other Minimum salary / wage expected: _____

Social Security Number: _____ If hired, date available to start: _____

Position (s) you are applying for: _____

Are you seeking: Full-time Part-time Are you willing to work: Weekends: YES NO
Holidays: YES NO
Overtime: YES NO

What days/hours are you available to work: _____

Are you at least 18 years old: YES NO

Have you ever applied with the City of Nash before: YES NO If Yes, when (approximate mo./yr.)?

Have you ever worked for the City of Nash before: YES NO If Yes, when: _____ Title?

Only US Citizens or Aliens who have a legal right to work in the US are eligible for employment. Can you, upon employment, provide genuine documentation establishing your identity and eligibility to be legally employed in the United States: YES NO

Are you related to any City of Nash employees? YES NO If yes, please list name and relationship:

EDUCATION

Check the highest level of education attained:

Elementary: 1 2 3 4 5 6 7 8 Secondary: 9 10 11 12 GED College: 1 2 3 4+

Name of High School Attended: _____ Location: _____

Did you receive a diploma: YES NO If no, are you currently attending High School: YES NO

Please List degree(s) and any major(s)/minor(s) achieved: _____

Name of Trade/Business/Other School: _____ Location: _____

Field of Study: _____

List any name(s) used that is different than on this application: _____

SKILLS AND EXPERIENCE (Please list any special qualifications, training, education, skills, or experience that you feel warrant consideration by the City of Nash.)

BACKGROUND (A conviction record will not necessarily bar employment. Factors such as age, time of offense, seriousness and nature of the violation and rehabilitation will be considered. In answering the questions in this section, you are not required to, nor should you, respond with any convictions which have been expunged, or convictions in cases wherein the records have been sealed.)

Have you ever been convicted of, or plead guilty or Nolo Contendere (no contest), to any crime other than a minor traffic violation?

NOTE: A DUI or DWI is NOT a minor traffic violation: YES NO

Please describe all convictions. Include type of crime(s), date of conviction(s) and whether the offense(s) was a misdemeanor or felony:

Are you now under indictment for any crime for which you have been charged but have not been convicted: YES NO

DRIVER'S LICENSE (Complete this section if the job you are applying for requires driving or operating mobile equipment.)

Driver's License Number: _____ State Issued: _____ Expiration Date: _____

BOND COVERAGE (Bond Coverage is used to manage exposures, such as employee dishonesty, fraudulent acts, and other risks.)

Have you ever had any bond coverage modified, revoked, or declined: YES NO

ESSENTIAL JOB FUNCTIONS

The Americans with Disability Act prohibits discrimination against qualified individuals with a disability, a record of a disability, or a perceived disability. There are a variety of essential functions of the job that will be required to perform. Are you able to perform all functions of the position you are applying for with or without a reasonable accommodation: YES NO

Please describe which tasks, if any, you will need an accommodation to perform, and explain what type of accommodation you will need. (If you have any questions regarding the functions of the position please ask for clarification before answering this question.):

| Previous Employment – (List in order, most recent or present employer should be listed first.) | | | | | | | | | |
|---|--|----|-----------------|--------------------|---------------|--|----|--|--|
| 1. Company | | | Phone | | | | | | |
| Address | | | Supervisor | | | | | | |
| Job Title | | | Starting Salary | \$ | Ending Salary | | \$ | | |
| Briefly describe duties: | | | | | | | | | |
| From | | To | | Reason for Leaving | | | | | |
| 2. Company | | | Phone | | | | | | |
| Address | | | Supervisor | | | | | | |
| Job Title | | | Starting Salary | \$ | Ending Salary | | \$ | | |
| Briefly describe duties: | | | | | | | | | |
| From | | To | | Reason for Leaving | | | | | |

| | | | |
|--|-----------------|--------------------|------------------|
| 3. Company | | Phone | |
| Address | | Supervisor | |
| Job Title | Starting Salary | \$ | Ending Salary \$ |
| Briefly describe duties: | | | |
| From | To | Reason for Leaving | |
| May we contact all the above employers for a reference: <input type="checkbox"/> YES <input type="checkbox"/> NO | | | |
| If No, tell us which employers not to contact and why: _____ | | | |
| Are you currently Employed: <input type="checkbox"/> YES <input type="checkbox"/> NO | | | |
| If yes, why are you considering leaving: _____ | | | |
| Have you ever been discharged or asked to resign from any position: <input type="checkbox"/> YES <input type="checkbox"/> NO | | | |
| If Yes, please describe the reason: _____ | | | |
| Why are you seeking a new position at this time? | | | |
| Have you missed work or school within the last year other than approved vacation, sick or disability leave? | | | |
| If Yes, how many days _____ Please describe: _____ | | | |
| Consistent attendance and punctuality are essential requirements of every job at the City of Nash. Is there anything which would interfere with your regular attendance and punctuality if you are offered a job with the City of Nash: <input type="checkbox"/> YES <input type="checkbox"/> NO | | | |
| If Yes, please explain: _____ | | | |
| DISCLOSURE AND RELEASE | | | |
| In connection with my application for employment with the City of Nash, I understand that consumer reports which may contain public record information may be requested. These reports may include the following type of information: names and dates if employment, reason for termination of employment, work experience, etc. I further understand that such records may contain public record information concerning my driving record, credit, bankruptcy proceedings, criminal records, etc., from federal, state, and other agencies which maintain such records. | | | |
| I have the right, upon written request, to receive a written description of the nature and scope of the investigation requested and a written summary of my rights under the Fair Credit Reporting Act. | | | |
| I authorize, without reservation, any person or entity contacted by the City of Nash or its agent or agents to furnish the above-stated information, and I release any such person or entity from any liability for furnishing such information. | | | |
| Signature: _____ | | Date: _____ | |
| DISCLAIMER AND SIGNATURE | | | |
| The City of Nash does not discriminate in hiring on basis of race, color, religion, sex, national origin, disability, age, or any other | | | |

characteristic protected by law. This application does not intend to ask questions that would provide information that could be used for discrimination.

By signing your name below, you give the City of Nash the right to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application. You certify that all answers given are true, accurate and complete. You understand that the falsification, misrepresentation, or omission of fact on this application (or any other accompanying or required documents) will be cause for denial of employment or immediate termination of employment regardless of when or how discovered.

You also authorize the City of Nash to conduct a background investigation, which may or may not include contacting past employers regarding your employment and reason for leaving. You authorize the City of Nash to conduct criminal history and bond coverage inquires. By signing below, you hereby release from liability the City of Nash and its representatives for seeking, gathering, and using such information and all other persons, corporations, or organizations for furnishing such information.

Completing an application does not imply that you will be offered employment. You understand that nothing contained in this application or any information gained or discussed during the interview process creates an employment contract between you and the City of Nash. You understand that if you are employed, such employment is for an indefinite period of time and the City of Nash may change wages, benefits, and conditions at any time. **You understand that your employment is at will. No individual with the City of Nash is authorized to change the employment-at-will status.**

Questions regarding this statement should be directed to the City Secretary of City of Nash before signing.

To submit this application for employment, the original application and any supplemental information must be mailed or presented in-person to the following address:

In-Person: Nash City Hall
119 Elm Street
Nash, TX 75569

Mailed: Nash City Hall
P. O. Box 520
Nash, TX 75569

Only completed and accurate applications will be considered.

Signature:

Date:
