

City of Easton

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Name: (First, Middle, Last)	Date of Birth:
Address: (Street, City)	Last 4 Digits of Social Security Number: XXX-XX-
	Subdivision:
Home #:	Cell/pager #:
Work #:	Email Address:

Drivers License #:	State:	Type/Class:
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EMERGENCY CONTACT INFORMATION (in case of accident and/or injury)

Name:	Relationship:
Address:	Work Phone:
Street, City, State, Zip:	Home Phone:
Doctor Name:	Doctor Phone:

EMPLOYMENT HISTORY

List below all previous employers in last 5 years starting with most current: (use additional paper if necessary)

Current Employer:	How long:
Address:	Position Held:
City, State, Zip:	Supervisor:
Business Telephone:	Supervisor's Telephone:
Employer:	How long:
Address:	Position Held:
City, State, Zip:	Supervisor:
	Supervisor's Telephone:

REFERENCES

Please list **three** character references

Name:	Occupation:
Address:	Work Phone:
City, State, Zip:	Home Phone:
Interviewer's Notes:	
Name:	Occupation:
Address:	Work Phone:
City, State, Zip:	Home Phone:
Interviewer's Notes:	
Name:	Occupation:
Address:	Work Phone:
City, State, Zip:	Home Phone:
Interviewer's Notes:	

CRIMINAL HISTORY

Have you been convicted of a Felony or Misdemeanor including moving traffic violations?

YES

NO

Do you have a Felony or Misdemeanor Case (including moving traffic violation) pending?

YES

NO

Are you willing to take a drug or alcohol test?

YES

NO

If YES to the criminal history questions, explain in detail below (use additional sheet of paper if needed)

City of Easton

ACKNOWLEDGEMENT

If I am hired, I understand that I must comply with the City of Easton's Employee Policies and Procedures. I also understand that the City of Easton strictly enforces workforce policies related to: safety, health, and confidentiality.

If hired, you understand that the City of Easton has zero tolerance for workplace violence or harassment of any kind, and will be proactive in the prevention of workplace violence and harassment.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? _____ YES or _____ NO

If yes, please explain and/or provide documentation: _____

Please read and sign:

I, _____ hereby make application for The City of Easton

I HEREBY AFFIRM THAT ALL THE FOREGOING STATEMENTS ON THIS APPLICATION ARE TRUE AND CORRECT. IT IS UNDERSTOOD THAT A FALSE STATEMENT ON THIS APPLICATION MAY BE CONSIDERED AS SUFFICIENT CAUSE FOR REJECTION OR, IF APPLICATION IS APPROVED, DISMISSAL FROM THE EASTON VOLUNTEER FIRE DEPARTMENT.

SIGNATURE OF APPLICANT: _____ DATE: _____

For your consideration for hire, all parts of the application must be complete (BEFORE you turn it in):

- Provide all information requested in this application including signature (use N/A when an item is 'not applicable' to you)
- Complete Authorization to Release Information Form (Notarized)
- Contact City of Easton; Administrator

City of Easton

APPLICATION AUTHORIZATION TO RELEASE INFORMATION

To Whom It May Concern:

I hereby request and authorize you to furnish the City of Easton with any and all information they may request concerning my work record, educational history, criminal record and general reputation. This authorization is specifically intended to include any and all information of a confidential or privilege nature as well as photocopies of such documents, if requested. The information will be used for the purpose of determining my eligibility.

I hereby release you and your organization from any liability which may or could result from furnishing the information requested above or from any subsequent use of such information in determining my qualifications for hire.

Applicants Signature _____, date

Sworn to and subscribed before me this _____ day of _____, year
of _____.

Notary Public in and for

County, Texas

FOR DEPARTMENT USE ONLY

Date Application Received:	
Application Received By:	
Department Interviewer:	
Background Check Conducted:	
Background Check Results / Date:	
Police Record:	
References Checked By:	

Date Presented to Executive Board:	
Executive Board Decision:	