EMPLOYMENT APPLICATION

An Equal Opportunity Employer
310 Nolan, Big Spring, Texas 79720
Visit us on the Web at www.mybigspring.com
Phone: (432) 264-2346

Please read all instructions before completing the application. You may apply for more than one position using this application. The application must have an original signature. A resume may be attached, but you must complete all spaces on the application to be considered for employment. All information submitted is subject to verification. A false or misleading statement may result in your disqualification. If you are in need of an accommodation to complete this application, please contact Human Resources at the address and phone number above. Return your application to the Human Resources Office. *Please clearly print or type all answers.*

DATE:_____

POSITION(S) APPLIED FOR: _____

_____

_____

_____

_____

DATE AVAILABLE FOR WORK: _____

PERSONAL DATA

NAME: _____ ___ – ___ – ___
Last *First* *Middle* **SOCIAL SECURITY NUMBER**

CURRENT ADDRESS:_____
Number & Street *City* *State* *Zip*

List any other names used if different from name given on application: _____

PHONE: *Home* (_____) _____ *Work* (_____) _____

E-MAIL ADDRESS:_____

EDUCATION & TRAINING

Circle Highest Grade Completed 1 2 3 4 5 6 7 8 9 10 11 12 High School Diploma or G.E.D. ☐ Yes ☐ No

Type of School	Name & Location of School	Sem/Clock Hours Completed	Graduated		Graduation Date	Type of Diploma or Degree	Major/Minor Field of Study
			Yes	No			
High School							
Colleges or Universities							
Technical, Vocational or Business Schools							

If a license, certificate or other authorization is required/related to position for which you are applying, complete the following:

License/Certification (PE, R.N., Attorney, CPA, etc.)	Date Issued	Issued By (state or other authority)	License Number	Location of Issuing Authority (city & state)

SPECIAL TRAINING: List any special training program or courses you have attended which you feel may add to your qualifications. List course, date and institution (including military training).

COURSE TITLE **DATE** **GRANTING INSTITUTION**

_____

_____

_____

_____

SPECIAL SKILLS/QUALIFICATIONS: List special skills or qualifications (not listed above) you possess which you believe further qualify you for the position for which you are an applicant (include computer languages, types of computers and computer software, word-processing, typing speed, 10-key calculator, specialized equipment or machines, tools, vehicles, heavy equipment or memberships).

_____

_____

_____

_____

_____

_____

GENERAL INFORMATION

DRIVER'S LICENSE: State: _____ Number: _____ Expiration Date: _____

Type of Driver's License:

☐ Class A ☐ Class B ☐ Class C ☐ Class M ☐ Class A Commercial ☐ Class B Commercial ☐ Class C Commercial

CDL Endorsement(s):

☐ Tank Vehicle ☐ Double/Triple Trailer ☐ Hazardous Materials ☐ Passenger

If the position requires a commercial driver's license, please complete additional information on the Commercial Driver's License Supplement.

DISMISSALS AND/OR FORCED RESIGNATIONS: Have you ever been fired or forced to resign from any position?
(Check one) ☐ Yes ☐ No If the answer is Yes to either or both of these questions, please explain below.

_____

_____

_____

_____

HOW DID YOU LEARN OF THIS JOB OPENING? (Check One)
_____ Newspaper Ad _____Workforce Commission _____ www.mybigspring.com _____Walk In
_____ City Employee _____ Other _____

Have you ever been convicted of a **MISDEMEANOR** or **FELONY** and/or placed on probation, fined or given a suspended sentence such as deferred adjudication in court? PLEASE NOTE: A full disclosure by you is to your advantage as your record does not constitute an automatic bar to employment. Factors such as, but not limited to, age at time of offense(s) and recency of offense(s) as well as the relationship between the offense(s) and the job(s) for which you apply will be taken into account. ***FAILURE TO DISCLOSE CONVICTIONS WILL RESULT IN DISQUALIFICATION OF YOUR APPLICATION FOR ONE YEAR.***

(Check one) ☐ Yes ☐ No If Yes, please provide the following:

Date: ___/___/___ Charge:_____ City/State: _____

Disposition: _____

Date: ___/___/___ Charge:_____ City/State:_____

Disposition: _____

(If you need additional space, please attach a sheet listing information in the same format. Include your printed name and signature.)

Have you ever been employed in any capacity by the City of Big Spring? (Check One) ☐ Yes ☐ No If yes, please indicate:

Title of Position:_____ Department: _____

Dates of Employment:_____

Have you ever been offered employment by the City of Big Spring? (Check One) ☐ Yes ☐ No If yes, please indicate:

Title of Position:_____ Outcome: _____

Are you related to any person employed by the City of Big Spring? (Check One) ☐ Yes ☐ No If yes, please indicate:

Name:_____ Relationship: _____

Department: _____ Position: _____

EMPLOYMENT HISTORY

	Start Date	End Date
Employer:_____ **Address/City/State:**_____ **Phone: ( )** _____ **Job Title:**_____ **Supervisor:**_____ **Title:**_____ **Reason for Leaving:**		
	Starting Salary	**Final Salary**

Briefly Describe the Nature and Duties of Your Position

	Start Date	End Date
Employer: _____		
Address/City/State: _____		
Phone: (____) _____ **Job Title:** _____	**Starting Salary**	**Final Salary**
Supervisor: _____ **Title:** _____		
Reason for Leaving:		

Briefly Describe the Nature and Duties of Your Position

	Start Date	End Date
Employer: _____		
Address/City/State: _____		
Phone: (____) _____ **Job Title:** _____	**Starting Salary**	**Final Salary**
Supervisor: _____ **Title:** _____		
Reason for Leaving:		

Briefly Describe the Nature and Duties of Your Position

	Start Date	End Date
Employer: _____		
Address/City/State: _____		
Phone: (____) _____ **Job Title:** _____	**Starting Salary**	**Final Salary**
Supervisor: _____ **Title:** _____		
Reason for Leaving:		

Briefly Describe the Nature and Duties of Your Position

Explanation of any periods of unemployment between jobs:

_____

PERSONAL REFERENCES

You must list three people whom you have known for at least three years – do not include relatives or former employers.

Name: _____ **Relationship**_____

Address/City/State:_____**Phone:** ( )_____

How long have you known this person?_____

Name: _____ **Relationship**_____

Address/City/State:_____**Phone:** ( )_____

How long have you known this person?_____

Name: _____ **Relationship**_____

Address/City/State:_____**Phone:** ( )_____

How long have you known this person?_____

EMPLOYMENT HISTORY

I, the undersigned, certify that I have *read* and *fully understand* this form in its entirety and that the information provided is true and complete to the best of my knowledge. I understand that should any statement I have made prove false, misleading, or erroneous, it may result in the rejection of my application or discharge from the City of Big Spring service. In submitting this application, I authorize the City of Big Spring to verify all data needed to support this application and to obtain references from my present and past employers. I further understand that this application becomes the property of the City of Big Spring and will not be returned.

I also understand that I will have the right to terminate my employment with the City of Big Spring at any time without notice and for any reason. I understand that the City of Big Spring has the same right. If required for the position, I also understand that as a condition of employment I will be subject to one or more of the following: driving record check, criminal history investigation, medical examination and/or a pre-employment drug-alcohol screening test. An employment offer received from the City is contingent upon information received.

_____ _____

Signature of Applicant **Date Signed**

WE THANK YOU FOR YOUR INTEREST IN EMPLOYMENT WITH THE CITY OF BIG SPRING.

AN EQUAL OPPORTUNITY EMPLOYER

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DISCLOSURE AND AUTHORIZATION FORM

This disclosure is being provided to you pursuant to the Federal Fair Credit Reporting Act ("FCRA"), 15 U.S.C. 1681 and Federal Trade Commission Regulations contained in 16 C.F.R. Part 601, Appendix C.

By this document, the City of Big Spring discloses to you that a consumer report, which may include your criminal history, driving record and other background information, may be obtained for employment purposes as part of the pre-employment background investigation to evaluate your eligibility for hire and at any time during your employment.

I voluntarily and fully authorize the City of Big Spring to obtain a consumer report, criminal history and driving record on me as part of the hiring process. Additional background information may be required upon a conditional offer of employment. If hired, this authorization shall remain on file and shall serve as an ongoing authorization for the City of Big Spring to obtain consumer reports at any time during my employment period.

Please sign below to signify that this information has been disclosed to you and that you provide authorization to the City of Big Spring.

_____ _____

Signature of Applicant **Date**