

City of Somerset Texas

EMPLOYMENT HISTORY	
Beginning with the most recent, list all employment for the past ten (10) years. ALL APPLICABLE BLANKS MUST BE COMPLETED. Resumes may not be submitted in place of employment history, but may be attached as a supplement to your application. If any employment was under a different name, indicate the name.	
Employer:	Phone:
Position Held:	Employment Dates:
Address:	City/State/Zip:
Supervisor Name:	Salary:
Type of Business:	May we contact the employer? Yes No
Brief description of duties:	
Reason for leaving:	
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Brief description of duties:	
Reason for leaving:	
We may contact the employers listed above unless you indicate those you do not want us to contact. Do Not Contact:	
Employer Name and Number:	Reason:
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Employer Name and Number:	Reason:
PERSONAL REFERENCES	
List three people whom you have known for at least three years – Do not include relatives or former employers.	
Full Name:	Relationship:
Address:	Phone Number:
How long have you known this person?	Alternate Phone Number:
Full Name:	Relationship:
Address:	Phone Number:
How long have you known this person?	Alternate Phone Number:

City of Somerset Texas

PERSONAL REFERENCES				
List three people whom you have known for at least three years – Do not include relatives or former employers.				
Full Name:			Relationship:	
Address:			Phone Number:	
How long have you known this person?			Alternate Phone Number:	
ADDITIONAL INFORMATION				
Membership in professional and civic organizations, special accomplishments, awards, etc. (Exclude those which may disclose your race, color, religion, age or national origin.)				
OTHER				
How did you learn of this job opening? (Check One)				
Newspaper Ad		Website	City Employee	
Workforce Commission		Walk-In	Other:	
EDUCATION, TRAINING and SKILLS				
Do you have a high school diploma? Yes No		Do you have a GED? Yes No		Diploma or GED received from: City/State:
College, Post Graduate, Technical or Vocational School				
Name	Location	Course of Study	Years Completed	Degree Received

City of Somerset Texas

Describe any other specialized training apprenticeship, etc.				
Do you have a valid Texas Driver's License?		Yes	No	
Type of license:	Operators	Class A – CDL	Class B – CDL	Class C – CDL
Has your driver's license ever been suspended or revoked?			Yes	No
If yes, please explain:				

If you are hired by the City of Somerset, you will be required to attest to your identity and employment eligibility and to present documents confirming your identity and employment eligibility. You cannot be hired if you cannot comply with these requirements.

Authorization

PLEASE READ CAREFULLY BEFORE SIGNING!

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the City of Somerset.

I understand that any employment is conditioned on a background check. I authorize the City of Somerset, by signing the accompanying release form(s), to thoroughly investigate all statements contained in my application or resume, and I authorize my former employer(s) and references to disclose information regarding my former employment, character and general reputation to the City, without giving me prior notice of such disclosure. In addition, I release the City, any former employer(s) and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation of disclosure.

I understand and agree that nothing contained in this application, or conveyed during my interview if one is held, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice and/or at the option of either myself or the City of Somerset. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the City of Somerset unless made in writing and signed by all parties concerned.

If I am offered employment, I agree to submit to a medical examination and drug test if required before starting work. If employed, I also agree to submit to a medical examination or drug test AT ANY TIME DEEMED APPROPRIATE by the City of Somerset or as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to the City the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my

City of Somerset Texas

employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug testing, and if I am hired, a condition of my employment will be that I abide by the City's Drug and Alcohol Policy.

I understand that filling out this form does not indicate there is a position open and does not obligate the City to hire. If hired, I agree to abide by all City work rules, policies and procedures. The City retains the right to revise its policies and/or procedures, in whole or in part, at any time.

Date: _____

Signature: _____

ACCOMPANYING DOCUMENTS TO BE SIGNED AND/OR FILLED OUT

Employment as a City of Somerset employee:

AUTHORIZATION TO RELEASE INFORMATION – This form must be filled out and then signed in the presence of a Notary Public. There are Notaries Public available at the City of Somerset City Hall.

THIS APPLICATION WILL BE RETAINED BY THE CITY OF SOMERSET HUMAN RESOURCES DEPARTMENT FOR A 30 DAY PERIOD. AFTER THIS PERIOD OF TIME, THIS APPLICATION WILL BE DESTROYED. IF YOU WISH THIS APPLICATION TO BE RETAINED FOR ANY FURTHER LENGTH OF TIME, YOU MUST CONTACT THE CITY OF SOMERSET AND REQUEST YOUR APPLICATION TO BE RETAINED. THANK YOU FOR YOUR INTEREST IN EMPLOYMENT WITH THE CITY OF SOMERSET, TEXAS.

City of Somerset Texas

AUTHORIZATION TO RELEASE INFORMATION

To: City of Somerset
7360 East 6th Street
Somerset, Texas 78069

I, _____, hereby request and authorize you to furnish the City of Somerset and or Somerset Police Department with any and all information that they may request concerning my work record, educational history, military record, financial status, criminal record and general reputation. This authorization is specifically intended to include any and all information of a confidential or privileged nature as well as photocopies of any such documents, if requested. This information will be used for the purpose of determining my eligibility for employment as a city employee for the City of Somerset.

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 to serve as an employee of the City of Somerset.

Driver's License Number: _____

Social Security Number: _____

Date of Birth: _____

Applicant's Signature

Date

State of Texas §
 §
County of _____ §

SUBSCRIBED AND SWORN before me this _____ day of _____

Notary Public in and for the State of Texas