

PRESENT OR MOST RECENT JOB

Employers Name		Address, City, State		Phone Number	
Dates Employed From To	Your Title		Supervisor's Name		Type of Business
Starting Salary	Present or Final Salary		Reason for Leaving or Wanting to Leave		
Your Duties			List all tools, machinery, equipment you used on this job		

Former Employers Name		Address, City, State		Phone Number	
Dates Employed From To	Your Title		Supervisor's Name		Type of Business
Starting Salary	Final Salary		Reason for Leaving		
Your Duties			List all tools, machinery, equipment you used on this job		

Former Employers Name		Address, City, State		Phone Number	
Dates Employed From To	Your Title		Supervisor's Name		Type of Business
Starting Salary	Final Salary		Reason for Leaving		
Your Duties			List all tools, machinery, equipment you used on this job		

Former Employers Name		Address, City, State		Phone Number	
Dates Employed From To	Your Title		Supervisor's Name		Type of Business
Starting Salary	Final Salary		Reason for Leaving		

Your Duties			List all tools, machinery, equipment you used on this job		
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Former Employers Name		Address, City, State		Phone Number	
Dates Employed From To	Your Title		Supervisor's Name		Type of Business
Starting Salary	Final Salary		Reason for Leaving		
Your Duties			List all tools, machinery, equipment you used on this job		

13. Please explain in detail any time lapses in the above record due to unemployment or other reasons.

14. Do you have a valid Texas driver's license? Yes _____ No _____ If "No" do you have a valid driver's license in another State? Yes _____ No _____ If "Yes" which State _____
 License No. _____ Type: Class A _____ Class B _____
 Expiration Date: _____ Class C _____ Endorsement(s) _____
 Has your license ever been suspended? _____ If Yes, give date and details: _____

Number of traffic violations received during the last three years _____

14. Have you been fired or asked to resign from a job within the last five years? Yes No

If "YES" please explain: _____

15. Have you ever been convicted of a crime (misdemeanor or felony) or accepted deferred adjudication? A criminal record will not necessarily disqualify you from employment. Yes No

Your case will be considered in relationship to the requirements of the particular job.

If "YES" please explain: _____

16. Have you ever been employed by the City of Corsicana? Yes No

If "YES" give dates; departments; positions and reason for leaving: _____

17. Do you, or does your spouse, have any relatives presently working for or holding office in the City? City policy prohibits or limits hiring of relatives of City employees or officials. Yes No

If "YES" Please list Name of Relative(s) & Relationship(s): _____

18. SPECIAL QUALIFICATIONS AND SKILLS

Please list any qualifications and/or skills you possess which are required for the job as stated in the official announcement of vacancy, which may not have been shown in previous employment. You may also utilize this space to show profession registrations or licensing as well as any other information about yourself which is directly related to the job vacancy. You may include military service or training.

19. REFERENCES: Please give three (3) references, **excluding relatives and former employers**.

Name	Address	Phone Number	Years Known
1			
2			
3			

I certify that the statements made by me in the above employment record are true, complete and correct to the best of my knowledge and are made in good faith. I understand that any false statement, misstatement or omission of material facts may be cause for my dismissal or consideration for termination of employment.

Date _____ Signature _____

The City of Corsicana affords equal employment opportunity to all individuals regardless of race, color, national origin, sex, religion, age, citizenship, or disability.

In the event a pre-employment test is required for the job for which you are applying, if you will need to be accommodated to take the test, you must notify the Human Resources Department at the time you submit this application.

TO THE APPLICANT:

It is the City of Corsicana's policy to provide equal employment opportunities to all applicants. In order to maintain and preserve this policy, it is important that certain information be gathered and maintained for statistical purposes only. This information will be detached before any review of your qualifications and will not be used in any way in deciding who is recommended or selected for employment. **Completion of this section is NOT required, but your cooperation in furnishing the requested information would be greatly appreciated.**

Title of job applying for: _____

Gender: Male Female

Race: White Asian/Pacific Islander
 Black American Indian/Alaskan Native
 Hispanic Other _____

Veteran: Veteran Disabled Veteran

How did you find out about this vacancy?

- Employment Agency Walk-In
- City of Corsicana Job Line Friend or Relative
- Newspaper (Name) _____
- City Employee (Name) _____
- Other _____
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