

City of Duncanville

Application for Employment

P.O. Box 380280 - Duncanville, Texas 75138-02820
www.duncanville.com



Duncanville
City of Champions

Please note: Incomplete applications WILL NOT be Accepted

Date	<input style="width: 90%;" type="text"/>	Position Applied For	<input style="width: 95%;" type="text"/>
NAME:	LAST	FIRST	MIDDLE
<input style="width: 100%; height: 20px;" type="text"/>			
ADDRESS	CITY	STATE	ZIP CODE
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
PHONE with Area Code	<input style="width: 95%;" type="text"/>	Have you ever been employed here before?	
Email Address	<input style="width: 95%;" type="text"/>	<input type="checkbox"/> YES <input type="checkbox"/> NO If yes, when: <input style="width: 150px;" type="text"/>	
Do you have relatives employed by the City of Duncanville?		When can you start if accepted?	
<input type="checkbox"/> YES <input type="checkbox"/> NO If yes, name: <input style="width: 150px;" type="text"/>		<input style="width: 95%;" type="text"/>	
Are you a high school graduate? <input type="checkbox"/> YES <input type="checkbox"/> NO If NO, do you have a GED? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Please select the highest grade completed:		College (if applicable)	
<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>	
College Attended: <input style="width: 95%;" type="text"/>			
Major: <input style="width: 95%;" type="text"/>		Degree Received: <input style="width: 95%;" type="text"/>	
Please list all trade schools, military schooling, business colleges, etc. in the space provided below. <input style="width: 100%; height: 20px;" type="text"/>			
Please list special qualifications, skills, licenses or certifications you possess which may relate to this position: <input style="width: 100%; height: 40px;" type="text"/>			
Have you ever been convicted of any felony or misdemeanor offense, including traffic citations? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, explain in detail, showing date, charge, place and action taken: NOTE: A conviction does not mean you cannot be hired. Give all the facts. <input style="width: 100%; height: 40px;" type="text"/>			
Have you ever been fired or asked to resign from any job in the last five years? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please explain: <input style="width: 100%; height: 40px;" type="text"/>			

**Beginning with the most recent, list the last three jobs you held (up to the last ten years) including present employer.
Include military and specifically describe various duties performed at each job.**

Job Title		Supervisor				Phone Number					
Employer		Address (include City and State)									
Dates Employed (Month/Year) Begin:			End:		Salary Begin:		Salary End:		Eligible for Rehire <input type="checkbox"/> YES <input type="checkbox"/> NO		
Reason for Leaving											
Job Duties - Be Specific											

Job Title		Supervisor				Phone Number					
Employer		Address (include City and State)									
Dates Employed (Month/Year) Begin:			End:		Salary Begin:		Salary End:		Eligible for Rehire <input type="checkbox"/> YES <input type="checkbox"/> NO		
Reason for Leaving											
Job Duties - Be Specific											

Job Title		Supervisor				Phone Number					
Employer		Address (include City and State)									
Dates Employed (Month/Year) Begin:			End:		Salary Begin:		Salary End:		Eligible for Rehire <input type="checkbox"/> YES <input type="checkbox"/> NO		
Reason for Leaving											
Job Duties - Be Specific											

REVIEW YOUR ANSWERS CAREFULLY AND READ THE STATEMENT BELOW BEFORE SIGNING AND SUBMITTING THIS APPLICATION

I represent and warrant that the answers I have given are accurate and complete to the best of my knowledge and belief. I acknowledge that I have read and understand the questions regarding criminal records and employment history and that I have answered the questions fully and truthfully. I understand that failure to answer all questions fully and truthfully may result in disqualification or dismissal.

I expressly request former employers and any persons who may have information concerning me to furnish such information to the City of Duncanville, agree to hold such persons harmless, and I do hereby release them from any and all liability for damage of any nature whatsoever for furnishing such information.

Should the City of Duncanville employ me, I agree that my employment shall be in accordance with the terms of the policies of the City of Duncanville and any amendments thereto. I understand that my employment is not for a specific term and can be terminated by me or the City at any time, for any reason, or no reason at all, with or without cause. Without limitation, failure to abide by City policies and procedures or the falsification omission of any information given by me in this application will entitle the City to reject the application, revoke any offer made, or terminate my employment after being hired. I agree to cooperate in any investigation by giving true and complete answers to all questions and by complying with all other requests for assistance. I understand that employment with the City of Duncanville is conditional upon successfully passing a background check and drug screen. My signature below represents my authorization and consent for the City of Duncanville, including its agent and representatives, to request and obtain a criminal history check and a Motor Vehicle consumer report (MVR) in accordance with the Fair Credit Reporting Act. I also authorize the City to conduct a drug screen as administered by the agent of their choice with the knowledge that failure of the drug screen will revoke any offer made, or terminate my employment after being hired. This authorization shall remain in effect for the length of my employment.

If hired, I agree and acknowledge that I will be employed pursuant to the employment at-will doctrine, that any oral representations that may be made during the application or hiring process, or during subsequent employment, are not binding against the City of Duncanville, and that any offer of employment may be revoked at any time and for any reason.

ALL APPLICATIONS ARE KEPT ACTIVE AND ON FILE FOR SIX MONTHS FROM DATE OF APPLICATION

Please type your name and the date below. This will be your signature. Applications received with no name and date will be considered incomplete and will not be accepted.

Name

Date

Note: You can now complete and submit applications electronically online. First completely fill out the shaded areas of the application, save the application to your computer, and then upload the file via the upload option under the employment section of our web site.

EEOC INFORMATION

It is the policy of the City of Duncanville not to discriminate against any person on the basis of race, color, religion, sex, age, national origin, or disability. This information is sought in good faith, will be used for statistical purposes only, and will not be used in any way to discriminate against any applicant for employment. Please provide accurate information. This information is optional; however, your cooperation is important. This information will be separated by the Personnel Office before your application is processed.

This information will be maintained in a separate file in compliance with federal law.

DATE

NAME

POSITION APPLIED FOR

SELECT ONE

MALE

FEMALE

REFERRAL SOURCE

Advertisement

Internet

Friend

Relative

Walk-in

Other

SELECT ONE

White

Black

Hispanic

Asian or Pacific
Islander

American Indian
or Alaska Native

SELECT IF APPLICABLE

Vietnam Era Veteran

Disabled Veteran

Person with a Disability