

City of Belton

Application for Employment

Submit to:
 City of Belton- Human Resources
 100 S. Davis
 P.O. Box 120
 Belton, Texas 76513-0120
 Tel: (254) 933-5805 Fax: (254) 933-5859
 hr@beltontexas.gov

Position applied for		Date of application	
Name (last, first, middle)		E-mail Address	
Address	Street/Route/P.O. Box	City	State Zip Code
Telephone		Cell Phone or Alternate Phone	
Do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No State _____ Lic.# _____ Exp. Date _____ Type _____		Are you related by kinship or marriage to any City of Belton employee or City Council member? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give name and relationship.	
Can you show proof of eligibility to work in this country? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you under 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No Have you been employed under any other names? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list all:		Have you been convicted of any felony or misdemeanor (excluding minor traffic violations but including DWI)? If yes, please explain (will not necessarily disqualify applicant for employment) :	
Have you ever been employed by the City of Belton? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list dates:		Date available for work:	
If currently employed, may we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		Type of work: (Full- time/Part-time/Temporary)	
EDUCATION AND TRAINING Are you a high school graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No School Name _____ City/State _____ Do you have a GED certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No City/State _____			
College(s) Attended	Location	Major	Degree Obtained
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Please list any other training and education including Trade School, Business College, etc., which would further qualify you for the position.			

REFERENCES (Provide the information requested on three persons not related to you and who have not been your previous employer.)			
Name & Relationship	Address	City/State/Zip	Telephone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The City of Belton is an Equal Opportunity/Reasonable Accommodation/At Will employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, or veteran status.

Employment Record

Instructions: Beginning with your most recent job, list below jobs you have held, specifically describing duties performed. Include any job-related military service assignments or volunteer work. You may exclude organizations which indicate race, color, religion, gender, national origin, disability, or other protected status. You may attach a résumé, but must still complete this section in full. If you need additional space, please continue on a separate sheet of paper.

LIST NAME, ADDRESS, AND PHONE NUMBER OF PREVIOUS EMPLOYERS WITH MOST RECENT EMPLOYER FIRST	FROM	TO	ENDING SALARY
Job Title			
Employer Name	Immediate Supervisor		
Address	Phone		
Duties			
Reason For Leaving			

	FROM	TO	ENDING SALARY
Job Title			
Employer Name	Immediate Supervisor		
Address	Phone		
Duties			
Reason For Leaving			

	FROM	TO	ENDING SALARY
Job Title			
Employer Name	Immediate Supervisor		
Address	Phone		
Duties			
Reason For Leaving			

	FROM	TO	ENDING SALARY
Job Title			
Employer Name	Immediate Supervisor		
Address	Phone		
Duties			
Reason For Leaving			

SPECIAL SKILLS/QUALIFICATIONS

List any additional special job-related skills or qualifications you may have received from your experiences (e.g., licenses/certifications, office/computer skills).

APPLICANT'S STATEMENT (PLEASE READ AND SIGN BELOW)

I certify that all answers in this application are true and complete to the best of my knowledge. I also understand that any offer of employment may be conditional on the satisfactory results of a drug screening, driver's license check, and/or medical examination. I authorize investigation of all statements contained in this application for employment, as may be necessary in arriving at an employment decision and do not hold the City or any other individual involved in this investigation liable for information obtained in the process. I also understand that false or misleading information given in an interview or within this application may result in elimination from consideration for employment or discharge from employment should I be hired. I further understand that, if employed, I will abide by all City of Belton rules and procedures.

Signature _____

Date _____

CITY OF BELTON

APPLICANT INFORMATION SHEET

The following information is requested for record keeping purposes in compliance with state and federal employment laws. The information will not be used for making employment decisions and will be separated from your application.

PERSONAL DATA	Date
Name (Last, First, Middle Initial)	
Street/Route/P.O. Box	
City, State, Zip Code	
Home Phone	Other Phone
Date of Birth	

ETHNICITY/GENDER

The following ethnic categories have been determined by the Equal Employment Opportunity Commission. You must indicate one of the following:

- | | |
|--|--|
| <input type="checkbox"/> American Indian/Aleutian Female | <input type="checkbox"/> Black Male |
| <input type="checkbox"/> American Indian/Aleutian Male | <input type="checkbox"/> Hispanic Female |
| <input type="checkbox"/> Asian/Filipino Female | <input type="checkbox"/> Hispanic Male |
| <input type="checkbox"/> Asian/Filipino Male | <input type="checkbox"/> White Female |
| <input type="checkbox"/> Black Female | <input type="checkbox"/> White Male |

BACKGROUND

1. Highest level of education completed:

- Grades 1-11
- High School/GED
- Associate's Degree
- Bachelor's Degree
- Master's Degree
- Ph.D.

2. Previous or current military service:

Branch of Service _____

Dates of Service _____

Type of Discharge _____

Please indicate below the job title of each position for which you are submitting an application today.

1. _____
2. _____
3. _____