

City of Florence

APPLICATION FOR EMPLOYMENT

~ AN EQUAL OPPORTUNITY EMPLOYER ~

Applicants for Employment shall be afforded equal opportunity in all aspects of employment without regard to race, color, religion, national origin, disability, gender or age.

GENERAL INFORMATION:

Position Applied For: _____	last four digits of your SSN (Optional) _____	
Date of Birth: _____		
Full Legal Name: _____	Home Phone: _____	
Address: _____	Cell Phone: _____	
City: _____	State: _____	Zip Code: _____
Email Address: _____		

EDUCATION:

High School Graduate Yes No Highest Grade Completed: _____
If you did not complete high school, do you have a GED? Yes No

Please list any post high school education below:

Name and Location of Institution	Hours	Degree Received	Major	Minor

EXPERIENCE:

Start with your present or most recent job. Describe all paid work experience and be sure to emphasize the knowledge, skills, and abilities that best demonstrate your qualifications for this Position.

RESUMES MAY BE ATTACHED, BUT PLEASE DON'T WRITE "SEE RESUME".

May we contact your present supervisor? Yes No

Job Title: _____	Dates employed from (mo/yr) _____ to (mo/yr) _____		
Employer: _____	Hourly Rate/Salary (beg) _____ (end) _____		
Address: _____	City: _____	State: _____	Zip: _____
Supervisor: _____	Phone Number: _____		
Reason for Leaving: _____			
Duties: _____			

Job Title: _____ Dates employed from (mo/yr) _____ to (mo/yr) _____
Employer: _____ Hourly Rate/Salary (beg) _____ (end) _____
Address: _____ City: _____ State: _____ Zip: _____
Supervisor: _____ Phone Number: _____
Reason for Leaving: _____
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Duties: _____

SPECIAL SKILLS AND QUALIFICATIONS:

Summarize special skills or qualifications that are relevant to the position for which you are applying:

List any equipment, office machines, personal computers (including software) that you can operate:

Typing Speed _____ words per minute Data Entry _____ keystrokes per hour
Licenses (including driver’s license), certificates or other authorization to practice a trade or profession.

MISCELLANEOUS:

For purpose of compliance with the immigration Reform and Control Act, are you legally eligible for employment in the United States: Yes No

Under the Act, you will be required to provide documentation of your eligibility should you be employed.

Have you ever been convicted of a law violation, excluding minor traffic violations?

Yes No

If yes, please provide date and explanation: _____

Do you have relatives employed by the City of Florence or currently serving in City Council? Yes No

If yes, please provide name and department: _____

If you have had any gaps in employment, been laid off or resigned in lieu of termination, or been dismissed from a position, you must use this space to provide an explanation.

Please list the date on which you can begin work: _____

REFERENCES:

Please list the appropriate information for at least three references that are familiar with your background and not related to you through blood or marriage.

Name	Address	Phone	Occupation

APPLICANT’S STATEMENT (Please read carefully)

If submitting application electronically or by fax, you are certifying the information provided is correct to the best of your knowledge, when you send. Original signature may be obtained at a later date.

I hereby certify that the information provided is correct to the best of my knowledge. I understand that any false statements or information from me may void this application or subject me to discharge at any time after employment. I further understand that if I am employed by the City of Florence, I will be employed “at will” and can be dismissed at any time with or without cause or notice. I hereby authorize investigation regarding my suitability for employment and will not hold the City of Florence, employment references, or past or present employers liable for releasing or obtaining information in this process.

Signature of Applicant: _____

Date: _____

**Please return to:
City of Florence
PO Box 430
Florence, Texas 76527**