# CITY OF TERRELL HILLS **EMPLOYMENT APPLICATION**

PLEASE PRINT OR TYPE COMPLETE THE ENTIRE APPLICATION (FRONT AND BACK) INCOMPLETE APPLICATIONS SHALL DISQUALIFY THE APPLICANT FROM THE PROCESS **APPLICANT IDENTIFICATION** 

LAST NAME	FIRST	INITIAL	DATE		
PRESENT ADDRESS (Street, City, State, Zip)			PRESENT PHONE Include Area Code		
E-MAIL ADDRESS		4.6.			
PERMANENT ADDRESS	(Street, City, State, Zip)		PERMANENT PHONE Include Area Code		
SOCIAL SECURITY NUM	MBER		ARE YOU A UNITED STATES CITIZEN?		
			☐ YES ☐ NO		
JOB INTERESTS	}				
POSITION DESIRED		A	SALARY REQUIREMENT		
STATUS PREFERENCE			I		
☐ FULL-TIME	RESERVE NON-PAID				
DATE AVAILABLE FOR WC	RK				
GENERAL INFO					
HOW WERE YOU REFERR	ED TO US?		HAVE YOU EVER APPLIED HERE BEFORE?  YES NO		
FRIENDS OR RELATIVES N	NOW EMPLOYED HERE		1		
HAVE YOU BEEN CONVICTED OF A CRIMINAL OFFENSE? A CONVICTION RECORD WILL NOT NECESSARILY BAR YOU FROM EMPLOYMENT.  YES  NO					
IF YES, INDICATE COUNTY AND STATE WHERE THE CONVICTION OCCURRED AND EXPLAIN THE CONVICTION.					
The City of Terrell Hill	e is an Equal Employment	Opportunity Employer and	maintains a Drug-Free Workplace.		

**FDUCATION** 

EDUCATION			
HIGH SCHOOL		DID YOU GRADUATE?	DEGREE
		☐ YES ☐ NO	
CITY	STATE	MAJOR (S) ////////////////////////////////////	
COLLEGE		DID YOU GRADUATE?	DEGREE
		☐ YES ☐ NO	
CITY	STATE	MAJOR (S)	
COLLEGE		DID YOU GRADUATE?	DEGREE
		☐ YES ☐ NO	
CITY	STATE	MAJOR (S)	***
GRADUATE SCHOOL		DID YOU GRADUATE?	DEGREE
		☐ YES ☐ NO	
CITY	STATE	MAJOR (S)	
BUSINESS/TECHNICAL SCHOOL		DID YOU GRADUATE?	DEGREE
		☐ YES ☐ NO	
CITY	STATE	MAJOR (S)	•
EXTRA-CURRICU	I AD ACTIVITIES		3.445.5
	nd community involvement: tions which would indicate your ag	ge, race, religion, color, sex, national	origin, or sexual

Starting with your present or last employer, list all jobs held. Include all work experience whether or not it is related to the job for which you are applying. (Attach additional sheets if necessary.)

DATES	COMPANY NAME	POSITION	
TO SALARY	ADDRESS		DUTIES
	SUPERVISOR'S NAME	PHONE NUMBER	REASON FOR LEAVING
DATES	COMPANY NAME	COMPANY NAME	
TO SALARY	ADDRESS	DUTIES	
	SUPERVISOR'S NAME	PHONE NUMBER	REASON FOR LEAVING
DATES FROM	COMPANY NAME		POSITION
SALARY	ADDRESS	DDRESS	
	SUPERVISOR'S NAME	PHONE NUMBER	REASON FOR LEAVING
DATES FROM	ADDRESS		POSITION
SALARY			DUTIES
	SUPERVISOR'S NAME	PHONE NUMBER	REASON FOR LEAVING
MAY WE CONTACT YOUR PRESENT AND			

### REFERENCES

List name, address and phone number of least 3 three business or professional references not related to you.			
1.			
2.			
3.			
4.			
5.			
The City of Terrell Hills does not discriminate in hiring or emplosex, physical or mental disability, sexual orientation, national eveteran status. No question on this application is intended discrimination.	origin, Vietnam Era veteran status or disabled		
This application will be given every consideration, but its receipt does not imply that the applicant will be employed.			
I certify that all information provided in this application is accurat	e and complete to the best of my knowledge.		
I authorize the verification and release of information and the release of references, grade transcripts, felony conviction background, drug testing, driver's license records, and additional information pertinent to my employment from sources identified in this application. Providing false or misleading information may result in discharge.			
I understand that if employed, I may be required to submit proof of citizenship or legal right to remain in the United States.			
I understand the City of Terrell Hills may terminate me for the employment for which I am applying at any time and for any reason.			
I hereby acknowledge that I have read the above statement and	understand the same.		
Signature of Applicant Date			
FOR OFFICE USE ONLY			
TO BE COMPLETED UPON HIRE	SPECIAL CONDITIONS OR COMMENTS		
START DATE			
DEPARTMENT			
IMMEDIATE SUPERVISOR			
POSITION TITLE			

City of Terrell Hills
5100 North New Braunfels Avenue Terrell Hills, Texas 78209 (210) 824-7401

AFFIDAVIT OF MILITARY SERVICE:	
1	DO HEREBY CERTIFY AND ATTEST THAT I
> HAVE(Initial)*	
* Must provide copy of DD214 (Long Form)	
> HAVE NOT(Initial)	
SERVED IN THE MILITARY OF THE UNITED STAT	ΓES OF AMERICA
PRINTED NAME	
SIGNATURE	

DATE

## City of Terrell Hills 5100 North New Braunfels Avenue San Antonio, Texas 78209 210-824-7401

#### **Request for Criminal History Record Check**

The City of Terrell Hills, Texas ("City") is authorized by section 411.128 of the Texas Government Code to perform criminal history record checks on applicants for employment with the city.

Pursuant to this authority, the city must obtain the following information to perform a criminal history record check. This information will be used only for the purposes of obtaining a criminal conviction history (Complete criminal background check is required for police officer applicants) from the Texas Department of Public Safety or other appropriate Federal, State, or Local Agency.

The information you provide will not be used for evaluating your qualifications for employment with the City of Terrell Hills. However, the city will consider your relevant criminal conviction record in determining your eligibility for employment with the city.

In addition, Applicants must also consent to a driver's license check from the Texas Department of Public Safety. All applicants must meet the current city driving policy in order to proceed in the hiring process.

Name:				
	Last		First	Middle
Sex:	Male	Female	Race:	
Date of	Birth:	nth Day	Year	
Driver's License Number:			State:	
Social S	Security N	umber:		
Position	Applied	For:		<u> </u>

I understand the purposes for which the above information will be used, and I have voluntarily provided such information to the City of Terrell Hills to be used for all authorized purposes.

I hereby request and authorize the City; acting through any of its officer, employees, and agents to use the information provided by me on this form and for performing a criminal history record check on me.

I understand and agree that the results of the criminal history record check will be used to assist the city in determining my eligibility for employment with the city.

## City of Terrell Hills 5100 North New Braunfels Avenue San Antonio, Texas 78209 210-824-7401

I hereby release the City of Terrell Hills, Texas and its officers, employees, and agents 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 eligibility for employment with the city.

STATE OF TEXAS ~			
COUNTY OF ~			
BEFORE ME, the undersigned authoeing duly sworn, upon his / her oath adocument that all information submitted his / her own knowledge.	nd said he / she has rea	ad the above an	d foregoing
Applicant:	Date:		
SWORN AND SUBSCRIBED before 1 20	me on this day of	:	, A.D.
Notary:	Date:		
Notary public of the State of Texas:			