

Have you been convicted of a misdemeanor or felony, been placed on probation, or released from prison within the last seven (7) years? This includes any traffic violations. Yes No

Note: *A Criminal Background Check will be conducted on all prospective employment applicants. A criminal record does not constitute an absolute bar to employment. Factors such as age at the time of the offense; rehabilitation efforts, relevance of a criminal conviction to position applied for, how recent and seriousness of the crime will be taken into account.*

Have you ever resigned to avoid termination? Yes No

If you answered Yes to either of the above questions, describe in full, including date(s)

Have you been bonded? Yes No

If yes, for what position? _____

Is there any reason why you would not be able to perform the duties or fulfill the responsibilities described in the job description for this position? Yes No

If Yes, why? _____

PERSONAL REFERENCES

Give name, address, and phone number of three (3) references not related to you (not former employers or relatives) who have personal knowledge of your character, experience, and ability.

<u>Name</u>	<u>Mailing Address</u>	<u>City, State, Zip</u>	<u>Phone</u>	<u>Years Acquainted</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

LICENSES & CERTIFICATION:

Do you have a valid Texas Driver's License? Yes No

If the position for which you are applying requires operation of a motor vehicle, list any traffic violations you have incurred during the past five (5) years: _____

List all licenses or certifications you hold (CDL, Plumbers, Electricians, Peace Officer, Firefighter, etc.)

<u>Type</u>	<u>Issuing Agency</u>	<u>License No.</u>	<u>Exp. Date</u>
_____	_____	_____	_____
_____	_____	_____	_____

Note: *Driver's License records and other licenses will be investigated where essential and job-related.*

EDUCATION (attach photocopies of certificates or licenses):

	Name of School	Address	Graduate
Circle Highest Grade Completed 1 2 3 4 5 6 7 8 9 10 11 12 GED			<input type="checkbox"/> Yes <input type="checkbox"/> No
College, Business or Trade School			<input type="checkbox"/> Yes <input type="checkbox"/> No
Graduate/Professional			<input type="checkbox"/> Yes <input type="checkbox"/> No

Summarize special job-related skills and/or qualifications acquired from employment or other experience:

EMPLOYMENT EXPERIENCE:

List below each job held. Begin with your Present or Last job. Include military service (branch, rank), full and part-time jobs, summer job, etc.

EMPLOYER	DATES		WORK PERFORMED
	FROM:	TO:	
ADDRESS	SALARY		
PHONE NUMBER	STARTING:	ENDING:	
POSITION HELD:		SUPERVISOR'S NAME:	
REASON FOR LEAVING:			
EMPLOYER	DATES		WORK PERFORMED
	FROM:	TO:	
ADDRESS	SALARY		
PHONE NUMBER	STARTING:	ENDING:	
POSITION HELD:		SUPERVISOR'S NAME:	
REASON FOR LEAVING:			

EMPLOYER	DATES	WORK PERFORMED
	FROM: TO:	
ADDRESS		
	SALARY	
PHONE NUMBER	STARTING: ENDING:	
POSITION HELD:		SUPERVISOR'S NAME:
REASON FOR LEAVING:		
EMPLOYER	DATES	WORK PERFORMED
	FROM: TO:	
ADDRESS		
	SALARY	
PHONE NUMBER	STARTING: ENDING:	
POSITION HELD:		SUPERVISOR'S NAME:
REASON FOR LEAVING:		
APPLICANT CERTIFICATION STATEMENT		
<p>I hereby certify that answers given herein are true and complete to the best of my knowledge and agree that if employed, any misrepresentation, falsification or omission of facts thereon shall justify my dismissal.</p> <p>I hereby authorize THE CITY OF WESLACO to fully investigate my record and work qualifications either before or after my employment by the City of Weslaco and to facilitate such investigation. I understand that my employment is contingent upon passing a complete background investigation. I also hereby authorize any persons, office, agency, or source, having information and knowledge about my personal, employment, or financial history and other related matters as may be necessary in arriving at an employment decision to furnish and release such information to the City of Weslaco. I hereby release employers, schools, agencies, or persons from all liability in responding to inquiries in connection with my application.</p> <p>In submitting this application, I understand that it becomes the property of the City of Weslaco and will not be returned.</p> <p>The City of Weslaco promotes a drug and alcohol free work environment. The City mandates that applicants undergo a drug screening examination for illegal drugs and/or controlled substances prior to acceptance for final employment. The City of Weslaco requires this form to be signed prior to consideration for employment. Please read the statement below and sign as part of your application process.</p> <p>I authorize the City of Weslaco to conduct a pre-employment drug screening test as a condition for employment. Further, I understand that refusal to give my compliance may result in my exclusion from further consideration for employment.</p>		
_____		_____
Signature of Applicant		Date

Print Your Name		

Applicant please note: All applications submitted to the Department of Human Resources will be applicable **only** for the specific position and/or job order being applied for and will remain on an "active" status until that vacancy has been filled.

CITY OF WESLACO

Affirmative Action Form

Government agencies require reports about status of applicants. This data is for analysis and affirmative action only. Cooperation is voluntary. Failure to supply this information will not jeopardize or adversely affect any consideration that you might receive for employment, or any later advancement in employment.

Sex Male Female

Race/Ethnicity

- American Indian or Alaskan Native**
A person having origins in any of the original peoples of North America, Central America, or South America, and who maintains tribal affiliation or community attachment.
- Asian**
A person having origins in any of the Black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander**
A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White**
A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- Hispanic or Latino (All races)**
A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
 - Hispanic or Latino (White race only)**
A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin and of White race.
 - Hispanic or Latino (All other races)**
A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, and of any race other than White.
- Race missing or unknown (For Human Resources department use only)**
Applies to applicants when a resume or application that is screened is received without any racial or ethnic identification and no further contact is made with the applicant.

Veteran

Please identify where you learned about an employment opportunity with this organization.

- Newspaper ad
- Employee referral
- Recruiter
- Temporary service
- State employment Service
- Walk-In
- Other: _____