CITY OF ROYSE CITY
EMPLOYMENT APPLICATION
305 N. ARCH ST. * P.O. BOX 638 * ROYSE CITY, TEXAS 75189
972-636-2250 * 972-635-2434 FAX

Instructions: Please complete in full. Print or type ALL information. Omitted questions may be grounds for disqualification of your application. Applicants will only be considered for the "open position(s)" listed on the application form. We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, or any other legally protect status. We are an Equal Employment Opportunity/ADA Employer.
Applications not signed or have "SEE RESUME" will not be considered. Resumes will only be accepted with a completed application.

Date: _____

Position(s) Applied For:

1) _____ 2) _____ 3) _____

How did you learn of the job opening (friend, Website, Relative, etc.)? _____

_____
Last Name First Name Middle Name Suffix

_____
Address City State Zip

(__)_____ (___)_____ _____
Daytime Phone # Alternate Phone # E-Mail Address

Circle appropriate choice(s)

Are you under 18 years of age? Yes No
Have you ever filed an application with us before? If yes, please give date: _____ Yes No
Have you ever been employed with us before? If yes, please give date: _____ Yes No
Do you have friends or family that work for the City? If yes, please give name: _____ Yes No
Are you currently employed? Yes No
May we contact your current employer? Yes No
Are you legally authorized to work in the United States? Yes No
On what date would you be available for work? _____ What is your desired salary range? _____
Are you available to work: Full Time Part Time Shift Time Temporary
Are you currently on "lay-off" status and subject to recall? Yes No
Can you travel if a job requires it? Yes No
Have you been convicted of a felony? Yes No
(Conviction will not necessarily disqualify an applicant from employment)
If yes, please explain: _____

FOR LAW ENFORCEMENT APPLICANTS ONLY
Are you a U.S. Citizen? Yes No

EDUCATION

	Name & Address of School	Course of Study	Graduated Yes/No	Credit Hours
High School/GED				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any specialized skills, training or apprenticeship

Military Experience/Previous Law Enforcement		
Type	Years of Active Service	Describe any Military/Law Enforcement Experience
Air Force		
Army		
Coast Guard		
Marine Corps		
Navy		
Law Enforcement		
Other		

Indicate any languages you can speak, read and/or write				
	Fluent	Good		Fair
Speak				
Read				
Write				

Specialized Skills		Check Skills/Equipment Operated	
		Production/Mobile Machinery (List)	Other (List)
☐ PBX System	☐ Fax		
☐ PC	☐ Excel		
☐ Calculator	☐ Word		
☐ Typewriter	☐ Other		

How many words per minute can you type? _____

EMPLOYMENT EXPERIENCE

Instructions: List all employers for which you have worked in the last ten (10) years, starting with the most recent or current employer. Complete all blanks. Failure to provide required information may result in disqualification from active consideration. It is necessary to provide explanation for any gaps in employment in space provided.

Comments such as "See Resume" are unacceptable – a resume may be attached but will not be substituted for this application.

Employer:		**Dates Employed**		**Work Performed**
		From	**To**	
Address:				
Telephone Number(s):		**Hourly Rate/Salary**		
		Starting	**Final**	
Job Title:	**Supervisor:**			
Reason for Leaving:				
Employer:		**Dates Employed**		**Work Performed**
		From	**To**	
Address:				
Telephone Number(s):		**Hourly Rate/Salary**		
		Starting	**Final**	
Job Title:	**Supervisor:**			
Reason for Leaving:				
Employer:		**Dates Employed**		**Work Performed**
		From	**To**	
Address:				
Telephone Number(s):		**Hourly Rate/Salary**		
		Starting	**Final**	
Job Title:	**Supervisor:**			
Reason for Leaving:				
Employer:		**Dates Employed**		**Work Performed**
		From	**To**	
Address:				
Telephone Number(s):		**Hourly Rate/Salary**		
		Starting	**Final**	
Job Title:	**Supervisor:**			
Reason for Leaving:				

Please explain any gaps in employment for the last ten (10) years:

_____

_____

_____

_____

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing the activities involved in the job or occupation for which You have applied with or without reasonable accommodation? YES NO

3 PROFESSIONAL REFERENCES

Last Name First Name Phone #

Address City State # of years known

Last Name First Name Phone #

Address City State # of years known

Last Name First Name Phone #

Address City State # of years known

APPLICANT'S STATEMENT

I understand that a large number of applications may be received for a single position and that it is not possible for the City to personally interview every applicant. I understand that this application, along with any attachments, becomes the property of the City of Royse City and that all information submitted and considered is subject to verification. I authorize and give permission to the City of Royse City to conduct verification and/or investigation of my criminal history, employment history, driving record, character, reputation, any other job related investigations and if necessary credit history to determine my qualifications for employment.

I certify that answers given herein are true and complete to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations, and all policies and procedures of the City of Royse City.

This application for employment shall be considered active for a period of time **not to exceed 45 days**. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relations with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause. It is further understood that this "at will' employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization. I understand that this is not an employment contract between the City of Royse City and me. The City will reject any application which is unsigned or graphically altered.

Signature of Applicant Date

INSTRUCTIONS TO APPLICANTS

How are vacancies advertised?

Jobs are advertised in a variety of ways. Job Openings are posted on the website at www.roysecity.com, on the public bulletin board in the foyer at City Hall, and with the Texas Workforce Commission. When appropriate, positions can be posted in newspapers and on the TML website at www.tml.org.

How frequently are new jobs advertised?

The job openings list and website are updated on an "As Needed" basis.

What do I need to know about completing an application?

You must meet the minimum requirements for a position to complete an application and apply for that position. All questions must be answered completely and accurately. Do **not** write *See Attached Resume* anywhere on the application. It is necessary to provide explanation for any gaps in employment.

***We will not accept resumes with personal information (i.e., nationality, race, age, family status, or hobbies, etc.)**

What is the deadline for submitting my application?

A deadline is established for most positions advertised. Applications must be submitted to the Human Resources office on or before the posted closing date. Mailed applications must be received on or before the posted closing date of the position. Applications submitted after the closing date will not be considered.

What happens to my application after I leave it in the Human Resources office?

All application for a current vacancy are reviewed in the Human Resources office to determine if the application indicates that all minimum qualifications required to apply for the position are present. If the application does not clearly indicate the required minimum qualifications, no further processing occurs. If it does meet minimum requirements it is then forwarded to the Interviewing panel/Department Supervisor for review and consideration.

After the Department interviews me and a conditional offer of employment is made, what happens?

If a conditional offer of employment is made, you will be contacted to arrange for a medical/physical which includes a drug-screening test. Other conditions of employment may be required before you are ready to report for work. Documents will be requested or qualifications may be verified, to prove "Right to Work" (I-9).

Will I be called about the status of my application?

Only those applicants who are scheduled for an interview will be contacted via postal service.

If selected for an interview, how long does it take after I submit my application before I am called?

The length of time depends on how long it is necessary to advertise the vacancy, the number of applicants to review and the time required to review the applications by the Department.

EQUAL EMPLOYMENT OPPORTUNITY DATA
City of Royse City, Texas

This form is optional; you are not required to furnish the information requested below.

TO THE APPLICANT: The commitment of the City of Royse City to a policy of Equal Employment Opportunity requires that certain information be gathered and maintained for statistical purposes only. Your cooperation in furnishing the requested information would be greatly appreciated. This page will be detached from the application immediately, before the application is reviewed. It will be stored separately from your application and employment records.

Job Applied For: _____ **Date of Application:** _____

Sex: Male _____ Female _____

Check One:

_____ White (Non Hispanic)

_____ Black (Non Hispanic)

_____ Hispanic

_____ American Indian/Alaskan Native

_____ Asian/Pacific Islander

What Prompted You to Apply?
Check One:

_____ Royse City Website

_____ Bulletin Board

_____ Newspaper

_____ Texas Workforce Commission

_____ Referred by City Employee

_____ Other: Please specify _____

Circle your highest education level:

1 – 11

12 – 13

14 – 15

16+