



City of Willis Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State Zip Code

Phone: _____ Email Address: _____

Date Available: _____ Desired Salary: \$ _____

Position Applied for: _____

Do any of your friends, or relatives, other than your spouse, work here: Yes No

If yes, state name, relationship and location: _____

Are you eligible to work in the United States? Yes No Employment Desired? Full Time Part Time

Have you ever worked for this organization? Yes No Hours of work (per week) desired? _____

Have you ever plead guilty or nolo contendere (no contest), received deferred adjudication, received probation, court ordered community supervision, pretrial diversion, or been convicted of any criminal offense other than minor traffic citations? Yes No

If yes, explain: _____

Education

High School: _____ Address: _____

Did you graduate? Yes No Degree: _____

College: _____ Address: _____

Did you graduate? Yes No Degree: _____

Other: _____ Address: _____

Did you graduate? Yes No Degree: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities:

From: _____ To: _____ Reason for leaving: _____

May we contact your previous supervisor for a reference? Yes No

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities:

From: _____ To: _____ Reason for leaving: _____

May we contact your previous supervisor for a reference? Yes No

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities:

From: _____ To: _____ Reason for leaving: _____

May we contact your previous supervisor for a reference? Yes No

Military Service

Branch: _____

From: _____ To: _____

Rank at Discharge: _____

Are you currently in the Armed Forces? Yes No

References

Please list three professional references.

Full Name: _____

Relationship: _____

Company: _____

Phone: _____

Address: _____
Street City State Zip Code

Full Name: _____

Relationship: _____

Company: _____

Phone: _____

Address: _____
Street City State Zip Code

Full Name: _____

Relationship: _____

Company: _____

Phone: _____

Address: _____
Street City State Zip Code

Disclaimer and Signature

The City of Willis IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE AGAINST APPLICANTS OR EMPLOYEES ON THE BASIS OF RACE, COLOR, SEX, AGE, RELIGION, NATIONAL ORIGIN, GENETIC INFORMATION OR DISABILITY.

Disclosure Statement – The information given on this form is solely for the use of the City of Willis and will be held in strictest confidence. It will be to the applicant's advantage to answer each question fully and accurately. The use of this form does not indicate that there are any positions open and does not obligate the City in any way.

I certify that my answers are true and complete to the best of my knowledge and that intentional or misrepresentations or omissions may be cause for the rejection of my application and that if hired I may be released from employment.

I understand that the City of Willis may require me to successfully complete a pre-employment drug and alcohol test as a condition of employment and that continued employment may be based on the successful completion of similar tests.

I understand that the City of Willis may as part of the hiring process request an investigative consumer report for a third party entity or agency including information concerning character, general reputation, personal characteristics credit records, and mode of living. I may make a written request to the City of Willis to provide me with additional information regarding the nature and scope of such report.

I understand that employment with the City of Willis is "at will" and nothing in the interview or hiring process, this application, or the City of Willis policies are intended to create an employment contract between myself and the City of Willis. Employment may be terminated by either party at any time for any reason without notice.

Signature: _____

Date: _____

CITY OF WILLIS

BACKGROUND INFORMATION DATA SHEET FOR PURPOSES OF BACKGROUND INVESTIGATION ONLY

Name _____ Social Security Number _____
(Last Name) (First) (Middle)

**Maiden/Other Names Used* _____ Phone Number _____

Driver's License or State ID _____ State _____ Date of Birth _____ Male Female

RESIDENCES for the Last Seven (7) Years: List present address first.

Address _____ / _____
Street Apt. No. City State Zip From To

Address _____ / _____
Street Apt. No. City State Zip From To

Address _____ / _____
Street Apt. No. City State Zip From To

EMPLOYMENT for the Last Seven (7) Years: Start with current or most recent.

May We Contact Current Employer? Yes No

Applicant's Title _____
 Employer _____ From: (Month/Year) ____ / ____ To: ____ / ____
 Supervisor: _____
City State Zip Telephone

Applicant's Title _____
 Employer _____ From: (Month/Year) ____ / ____ To: ____ / ____
 Supervisor: _____
City State Zip Telephone

Applicant's Title _____
 Employer _____ From: (Month/Year) ____ / ____ To: ____ / ____
 Supervisor: _____
City State Zip Telephone

EDUCATION:

High School _____ Attended From _____ To _____ Graduated Did Not Graduate
City State Zip GED* Diploma

**Location GED was obtained:* _____

College _____ Attended From _____ To _____ Graduated Did Not Graduate
City State Zip Degree / State Degree
 Month/Year Degree Received _____

College _____ Attended From _____ To _____ Graduated Did Not Graduate
City State Zip Degree / State Degree
 Month/Year Degree Received _____

ACKNOWLEDGEMENT: I understand that this form will be retained in strict confidence, and that the **sole** purpose of this document is to facilitate a background investigation. I further understand that the information I have provided herein will **NOT** be considered in any hiring decision, except for reasons of falsification. By my signature below, I acknowledge my understanding of these facts, and further attest that all of the information I have provided is true and correct.

I hereby authorize all persons, schools, all former employers, organizations, law enforcement agencies, or any other entity having information on me, to provide, either verbally or in writing, to, City of Willis, its agents, or assignees, all pertinent background information that has been deemed necessary for City of Willis to arrive at an employment decision. Furthermore, I agree to hold Gourmet Table Skirts & Linens, its agents, assignees, and any other person or entity that releases the aforementioned information, harmless and agree to release them from any liability arising from said background investigation. A photocopy or facsimile of this original form will serve as authorization.

Signature: _____ **Date:** _____