



CITY OF WILLS POINT

Employment Application

Please fill out and return by mail
 City of Wills Point – Attn Human Resources
 P.O. Box 505, Wills Point, TX 75169
 Or Fax (903)873-5512

WE ARE AN EQUAL OPPORTUNITY EMPLOYER.
 WE DO NOT DISCRIMINATE ON THE BASIS OF
 RACE, RELIGION, COLOR, SEX, AGE, NATIONAL
 ORIGIN, MARITAL STATUS, OR DISABILITY.

DO YOU NEED ANY ACCOMMODATION TO PARTICIPATE IN THE APPLICATION OR
 INTERVIEW PROCESS? YES NO

PERSONAL DATA:

Name		Social Security #		
Present Address		City	State	Zip
Phone	Message Phone			
Driver's License:	Operator:	Commercial:		

EDUCATION:

CHECK HIGHEST SCHOOL YEAR COMPLETED												AA	BA	MA	Ph.D
8	9	10	11	12	13	14	15	16	17	18	19				

Name of school beyond High School					
Training Length				Date Completed	
Major				Vocational Training	
Are you a Veteran of Military Service?			Yes	No	

WORK EXPERIENCE:

<u>Company Name</u>		<u>Address</u>			
Job Description (duties, skills, equipment used)					
Dates of employment:		<u>START DATE</u>	TO	<u>END DATE</u>	Phone #
Reason for leaving:			Who to contact:		

WORK EXPERIENCE:					
<u>Company Name</u>			<u>Address</u>		
Job Description (duties, skills, equipment used)					
Dates of employment:		<u>START DATE</u>	TO	<u>END DATE</u>	Phone #
Reason for leaving:			Who to contact:		

ADDITIONAL INFORMATION:	
List any special skills, certifications, licenses, etc.	
Volunteer Work:	

REFERENCES: (names of persons not related to you):		
Name	Address	Phone #

AUTHORIZATION

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the Company.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the Company. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Company unless made in writing.

Date:		Signature:	
Notice to applicants: Information that you provide on this application is subject to verification. Previous employers may be contacted as references.			