

City of Haskell Application
 City of Haskell
 Post Office Box 1003 Haskell, Texas 79521
 (940) 864-2333
 fax (940) 864-3053

Position applied for _____		Location _____	
Name _____		Social Security # _____	
Last	First	Middle	(optional)
Address _____		_____	
Street	City	State	Zip Code
Home Phone # _____	Work # _____	Message # _____	
In case of an emergency notify _____			
Name	Address	Phone #	

Are you at least 18 years of age? Yes ___ No ___
 Are you authorized to work in the U.S.? Yes ___ No ___
 If no, have you applied for work authorization? Yes ___ No ___
 Have you ever been employed by the City? Yes ___ No ___
 If yes, when? _____
 Do you have any relatives employed with City? Yes ___ No ___
 If yes, name _____

Education

School	Name/Location	Graduated	Degree Earned
High School		Yes ___ No ___	
College		Yes ___ No ___	
Other		Yes ___ No ___	

Office/Clerical Positions

Keyboarding/typing WPM _____ Computer/Software
 10-Key ___yes ___no Word Processing _____
 Office Equipment _____ Database _____
 _____ Spreadsheet _____
 _____ Other _____

Driving Positions

License # _____ Class _____ Expiration Date _____

For Office Use Only. Applicants do not write in this space			
Position _____	Location _____		
Start Date _____	Grade _____	Step _____	Hourly Rate _____
			_____ Authorization

Employment History

List all previous employment, beginning with the most recent. Include all specific information on previous work or volunteer experience which may be helpful in considering your application. Explain any gaps in employment.

Employer Name	Dates of Employment Mo/Yr to Mo/Yr	Job Title
Address		Work Performed
Phone Number	Hourly Rate/Salary Starting Ending	
Supervisor		
Reason for leaving		

Employer Name	Dates of Employment Mo/Yr to Mo/Yr	Job Title
Address		Work Performed
Phone Number	Hourly Rate/Salary Starting Ending	
Supervisor		
Reason for leaving		

Employer Name	Dates of Employment Mo/Yr to Mo/Yr	Job Title
Address		Work Performed
Phone Number	Hourly Rate/Salary Starting Ending	
Supervisor		
Reason for leaving		

Employer Name	Dates of Employment Mo/Yr to Mo/Yr	Job Title
Address		Work Performed
Phone Number	Hourly Rate/Salary Starting Ending	
Supervisor		
Reason for leaving		

References

Give names, addresses, phone numbers, and titles of people who are familiar with your character, personality, and work performance.

Name & Title	Address	Telephone Number
1		
2		
3		

Have you ever been convicted or pled "no contest" to any violation of law other than a minor traffic offense?

_____ Yes _____ No

If yes, please explain. (A criminal record will not necessarily bar you from employment)

The information provided will assist us in determining your eligibility for employment. Any additional information you wish to include must be attached to the application before the application is submitted. Employment decisions are based solely upon the individual's qualifications for the position being filled. The City of Haskell recruits, hires, and promotes for all classifications without regard to race, color, religion, gender, age, disability, or national origin.

I certify to the best of my knowledge that all answers and statements presented in this application are true, accurate, and complete. I also understand that any misstatement or omission of fact will subject me to dismissal or disqualification. I authorize the investigation of all statements contained herein and understand that any document relevant to this information may be reviewed by agents of the school district

Signature _____

Print Name _____

Date _____

Applicants please do not write below this line.

The above applicant has been interviewed for a position

Interviewed by: _____

Date: _____

Comments:

The above applicant has been interviewed for a position

Interviewed by: _____

Date: _____

Comments:

The above applicant has been interviewed for a position

Interviewed by: _____

Date: _____

Comments:

General questions for all applicants to answer

1. Describe the duties of your current (or last) position.
2. Why do you wish to leave your current position? Or, why did you leave your last position?
3. Why do you want to work for the City of Haskell?
4. What special abilities and qualifications would you bring to this position?
5. What circumstances might prevent you from performing the duties of this position?
6. What duties in your job give you the most satisfaction?
7. What duties in your job give you the least satisfaction?
8. How would you want your co-workers to view you?
9. What type of person would you like to work for?
10. When you have an urgent assignment, what steps do you take to make sure that it is completed in a timely manner?
11. No one is perfect at everything. Please describe any areas in which you feel you might need improvement.

City of Haskell

Administrative Offices Post Office Box 1003 Haskell, Texas 79521 (940) 864-2333

FAX: (940) 864-3053

Mr. Brandon Anderson
City Administrator

Mrs. Louetta Wallace
City Secretary

Mr. Matthew Duran
Director of Public Works

Dear Applicant:

This letter is to inform you of the procedures that the City of Haskell follows in the employment of personnel. Please read this information carefully and sign below, indicating that you understand the policies and procedures regarding our employment practices.

1. A complete application consists of a completed application form with all questions answered, three (3) letters of reference, and a copy of a high school diploma or GED.
2. Upon receipt of your completed application, it will be placed in the active file. It will remain active for one calendar year. If you want your application to continue in force, you must submit a letter or phone our office, **NO COLLECT CALLS WILL BE ACCEPTED**, stating your wishes to have your application reactivated for another year.
3. Program directors that have a vacancy in their program will review the active applications and select candidates they wish to interview. A committee from that particular program may be utilized for interviews. If you have been called for an interview, you will be notified of the decision, in writing, by the program.
4. The City reserves the right to take as much time as is required in the selection of the best candidate for the position.
5. Unless otherwise requested, the City will obtain an evaluation from a candidate's present or immediate past employer if the candidate is one of the top candidates for the position for which he/she has applied.
6. We encourage you to contact us if there is any change in your original application such as address or telephone number or if you have obtained or received any additional training or experiences that would further qualify you for the position for which you have applied.
7. The City of Haskell is an equal employment opportunity employer, and does not discriminate against any individual on the basis of race, color, religion, sex, age, disability or national origin in its employment practices or programs.

I have read and understand the procedures regarding this application and selection process for personnel in the City of Haskell.

Signature of Applicant

Date

If you have any questions or concerns, please contact our office.

Sincerely,

Brandon Anderson,
City Administrator

STAFF HIRING

CONSENT TO CONDUCT A BACKGROUND INVESTIGATION

I, _____ [applicant's name], have applied for employment with the City of Haskell to work as a _____ [job title]. I understand that in order for the City of Haskell to determine my eligibility, qualifications, and suitability for employment, the City of Haskell will conduct a background investigation if I am considered for an offer of employment. This investigation may include asking my current and any former employer and educational institution I have attended about my education, training, experience, qualifications, job performance, professional conduct and evaluations, as well as confirming my dates of employment or enrollment, position(s) held, reason(s) for leaving employment, whether I could be rehired, reasons for not rehiring (if applicable) and relevant information.

I hereby give my consent for any employer or educational institution to release any information requested in connection with this background investigation.

According to the Family Educational Rights and Privacy Act, I understand that I have a right to see most education records that are maintained by any educational institution.

In light of the preceding paragraph, I waive _____/do not waive_____ [initial only one] my right to see any written reference or other information provided to the City of Haskell by any educational institution.

According to Texas Revised Statutes Title 2 section 52.031, any employer that provides a written communication to the City of Haskell regarding my current or past employment must send me a copy at my last known address. I acknowledge that some employers are unwilling to provide factual written references concerning a current or past employee unless they may do so confidentially, without revealing the references to the employee, and that the City of Haskell will not further consider my application if it cannot complete its background investigation.

In light of the preceding paragraph, I waive _____/do not waive_____ [initial only one] my right to receive a copy of any written communication furnished to the City of Haskell by any employer.

Whether or not I have waived my right to see or to receive copies of written references furnished to the City of Haskell by employers or educational institutions, I release, hold harmless and agree not to sue or file any claim of any kind against any current or former employer or educational institution, and any officer or employee of either, that in good faith furnishes written or oral references requested by the City of Haskell to complete its background investigation.

A photocopy or facsimile (fax) copy of this form that shows my signature shall be as valid as an original.

[Applicant Signature]

[Date]