



**CITY OF QUEEN CITY, TEXAS
APPLICATION FOR EMPLOYMENT
P.O. BOX 301
Queen City, TX
903-796-7986**

PRINT IN BLACK INK OR TYPE (Check Appropriate Boxes). It is the policy of the City of Queen City, Texas not to discriminate in its employment and personnel practices because of a person's race, color, creed, religion, sex, national origin or disability status. This application or any attachments thereto become a part of the City of Queen City, Texas records and will not be returned. **A resume submitted must be accompanied with a completed application.**

NAME _____ SOCIAL SECURITY NO. _____
(Last) (First) (Middle)

List any names used if different from name on application. _____

MAILING ADDRESS _____
(Street Address, City, State, Zip Code)

RESIDENCE ADDRESS (If different from mailing) _____
(Street Address, City, State, Zip Code)

HOME PHONE (____) _____ WORK PHONE(____) _____ CELL PHONE (____) _____

Date of Birth _____ Email Address _____

List exact title of position you are applying for:

Date available for work:

Current Driver's License # (if required for position) _____ Commercial Driver's Licenses? YES ☐ NO ☐
(State) (Number)

If hired, can you provide documentation that you are legally entitled to work in the United States? YES ☐ NO ☐

Are you under the age of 18? YES ☐ NO ☐

Are you related by marriage or birth to a City Employee or Council Member? YES ☐ NO ☐

If Yes, Whom:

EDUCATION Indicate highest grade completed: 9 ☐ 10 ☐ 11 ☐ 12 ☐ 13 ☐ 14 ☐ 15 ☐ 16 ☐

Did you graduate from High School or receive a GED? YES ☐ NO ☐

(Note: Applicants will be required to provide proof of diploma, degree, transcripts, licenses, and registrations.)

Type Of Education	Name and Location Of School	Dates From To Mo /Yr Mo/Yr		Date Graduated Mo./Yr.	Major/Minor Fields of Study	Sem./Clock Hours Completed
Undergraduate Colleges or University						
Graduate School						

EMPLOYMENT INFORMATION

Special Training/Skills/Qualifications: List all job-related training skills and machine or office equipment you can adequately operate. Such as calculators, printing, or graphics equipment, computer equipment, types of software and hardware. (Attach additional pages, if necessary.)

Approximately how many words per minute can you type? _____ (If required for the position, you must attach a copy of a typing test taken within the last 30 days of the submitted application—internet typing test not accepted).

Do you speak a language other than English? YES ☐ NO ☐

If yes, what language(s) do you speak? _____ How fluently? FAIR ☐ GOOD ☐ EXCELLENT ☐

Do you write a language other than English? YES ☐ NO ☐

If yes, what language(s) do you write? _____ How fluently? FAIR ☐ GOOD ☐ EXCELLENT ☐

Have you ever been employed by the City of Queen City, Texas, if yes, list position(s) and dates of employment:

OTHER INFORMATION

The city conducts criminal history checks on all employees. Please fully answer the following questions:

(Note: a conviction does not mean that you will not be considered for employment. Your age, date of offense, serious and nature of the violation and rehabilitation will be considered.)

Have you been **convicted**, placed on **deferred adjudication** or **community supervision**, or **pleaded guilty** or **no contest** to a felony or misdemeanor offense? (Other than the tickets listed on in driving background.) YES ☐ NO ☐ (If NO, skip to the next section.)

If YES, please answer the following questions **about each conviction**. Please use a separate sheet to give more information about multiple offense and attach to this application. Include any DWI/DUI offenses.

Conviction: Date: _____ Location: _____

Offense: _____

Results: Probation: Start Date: _____ Finish Date: _____

Deferred Adjudication: Start Date: _____ Finish Date: _____

Jail Sentence: Start Date: _____ Finish Date: _____

OFFICE USE ONLY

Comments: _____

EMPLOYMENT HISTORY

This information will be the official record of your employment history and must accurately reflect all significant duties performed. Summaries of experiences should clearly describe your qualifications.

1. Include ALL employment. Begin with your current or most recent position and work back to your first.
2. Employment history should include each position held, even those with the same employer.
3. **COMPLETE MAILING ADDRESS, INCLUDE ZIP CODE, IS NEEDED FOR EMPLOYER ADDRESSES.**
4. For supervisor/managerial positions, indicate the number of employees you supervised.

If you need additional space to adequately describe your employment history, you may use this employment history sheet or attach Employment history providing the same information requested on this application form. Employment history may be used references.

Position Title: Employer: Mailing Address: City & State/Zip: Employer's Telephone No.: Immediate Supervisor's Name: Dates of Employment: Begin - End -	Number of employees you supervised: Reason for Leaving:	Summary of duties/experience:
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OFFICE USE ONLY

Comments: _____
Interview: _____ Date: _____

REFERENCES

Name	Occupation	Home/Address/State/Zip	Telephone No

READ BEFORE SIGNING

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and falsification shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal or work history deemed necessary. I understand that I will be required to adequately complete a post-offer physical, inclusive of a drug screen, as well as a six month training period during which time my employment may be terminated for failure to meet the minimum standards required by my employer.

Signature _____ Date _____

FOR OFFICE USE ONLY

Interviewer: _____ Date: _____ Job Code _____

Comments: _____

The City of Queen City, Texas is an Equal Opportunity Employer

We are interested in finding out what kind of job we are doing as an Equal Opportunity Employer. Please complete this questionnaire and return it with your application. Your input will help us determine whether information about City job openings is reaching all segments of the community.

Name _____		Gender Check One <input type="checkbox"/> Male <input type="checkbox"/> Female Birth Date: _____										
Social Security _____												
Title of Job Applied For _____												
<input type="checkbox"/> Regular Full-Time <input type="checkbox"/> Temp. Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temp Part-Time												
Veteran Status: <input type="checkbox"/> Veteran <input type="checkbox"/> Iraq War <input type="checkbox"/> Vietnam <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Desert Storm	Race (Check One): <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Hispanic (of any race) <input type="checkbox"/> Native American <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Other											
How did you find out about this job: <table><tr><td><input type="checkbox"/> Texas Workforce Commission</td><td><input type="checkbox"/> Texarkana Gazette</td></tr><tr><td><input type="checkbox"/> Website</td><td><input type="checkbox"/> City Employee</td></tr><tr><td><input type="checkbox"/> Government Access Channel</td><td><input type="checkbox"/> Job Fair</td></tr><tr><td><input type="checkbox"/> City Human Resource</td><td><input type="checkbox"/> Other (specify) _____</td></tr><tr><td><input type="checkbox"/> Walk-in</td><td></td></tr></table>			<input type="checkbox"/> Texas Workforce Commission	<input type="checkbox"/> Texarkana Gazette	<input type="checkbox"/> Website	<input type="checkbox"/> City Employee	<input type="checkbox"/> Government Access Channel	<input type="checkbox"/> Job Fair	<input type="checkbox"/> City Human Resource	<input type="checkbox"/> Other (specify) _____	<input type="checkbox"/> Walk-in	
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<input type="checkbox"/> City Human Resource	<input type="checkbox"/> Other (specify) _____											
<input type="checkbox"/> Walk-in												

This information will not be used in the employment process. It is gathered only for the City's information in submitting federally required records.