

City of Plantersville

City Secretary Job Notice - Part Time Schedule (2 - 3 days per week)

Employment Application Form

The City of Plantersville is an Equal Opportunity Employer.

Personal Information			
Full Name:			
Address	City	State	Zip Code
Phone Number	☐ Mobile ☐ Home	Email Address	
If selected for employment, are you willing to provide information for a background check?			
☐ Yes ☐ No			

Employment History (most recent first)			
Employer	Position/Title	Dates of Employment	Responsibilities

Education		
High School	College/Training	Degree/Certification

Skills & Education (Check all that apply)	
☐ Microsoft Word/Excel/Outlook	☐ Customer service/working with the public
☐ Recordkeeping/Filing	☐ Other:
☐ Meeting minutes preparation	

Certification and Signature:

I certify that the above information is true and complete to the best of my knowledge.

Signature: _____ Date: _____

*Submit Resume to Mayor Kimberly Allphin - email: kallphin@cityofplantersville.net

Mail: PO Box 374, Plantersville, Texas 77363