



AN EQUAL OPPORTUNITY EMPLOYER

City of Mabank
129 E Market St
Mabank, TX 75147

City of Mabank

EMPLOYMENT APPLICATION

903-887-3241
903-887-0175

Name: _____ Date: _____
LAST NAME FIRST NAME MIDDLE

Address: _____
MAILING ADDRESS CITY STATE ZIP CODE

Phone: _____ Cell Phone: _____

Title of job you are applying for: _____/Full time Part time

THIS APPLICATION WILL BE USED FOR ONE POSITION ONLY.

If you wish to apply for other positions with the City of Mabank, you must submit an individual application for each position. Failure to complete this application in full may lead to disqualification.

May we contact your present employer? Yes No N/A Former employer (s) may be contacted.

EMPLOYMENT HISTORY: LIST ALL EMPLOYMENT FOR AT LEAST THE PAST 10 YEARS. List present or most recent position first. If you need more space, please continue on a separate page. Provide sufficient qualifying experience data.
Resumes will not be accepted in place of the information requested below.

Employer: _____

Employer Address: _____ Supervisor: _____

From: _____ To: _____ Job Title: _____ Salary: _____

Description of Job Duties: _____

Reason for Leaving/Wanting to Leave: _____ Phone Number: _____

Employer: _____

Employer Address: _____ Supervisor: _____

From: _____ To: _____ Job Title: _____ Salary: _____

Description of Job Duties: _____

Reason for Leaving/Wanting to Leave: _____ Phone Number: _____

EMPLOYMENT HISTORY: (Continued)

Employer: _____ Supervisor: _____

Employer Address: _____

From: _____ To: _____ Job Title: _____ Salary: _____

Description of Job Duties: _____

Reason for Leaving/Wanting to Leave: _____ Phone Number: _____

PLEASE EXPLAIN ALL PERIODS OF UNEMPLOYMENT EXCEEDING 90 DAYS: _____

EDUCATION AND TRAINING: Did you graduate from high school? Yes No

If no, last grade completed: _____ GED obtained? Yes No

College/University/Trade Business/Correspondence	Major Area of Study	Number of years attended or Semester/Quarter Hours	Type of Degree/ Certificate Granted

Copies of transcripts and/or certificates/degrees received from formal education/training must be submitted if required for the job as stated in the official announcement of the vacancy.

CURRENT LICENSES/CERTIFICATIONS/REGISTRATIONS (including Driver's License)

Driver's License Type:

A-CDL B-CDL C Other _____ Number: _____ State: _____ Expiration _____
Month/Day/Year

Other License/Certification/Registration:

Type: _____ Number: _____ State: _____ Expiration: _____
Month/Day/Year

EQUIPMENT OR OFFICE MACHINES YOU CAN OPERATE: _____

ADDITIONAL EXPERIENCE AND/OR TRAINING YOU HAVE HAD WHICH, IN YOUR OPINION, WOULD QUALIFY YOU FOR THE POSITION YOU SEEK: _____

Are you related to any member of City Council or any person now employed by the City of Mabank? Yes No

NAME DEPARTMENT RELATIONSHIP

NAME DEPARTMENT RELATIONSHIP

PERSON TO BE NOTIFIED IN CASE OF EMERGENCY:

NAME ADDRESS CITY PHONE

MILITARY SERVICE: List any relevant job-related skills acquired during military service.

PERSONAL DATA:

Have you within the last 12 months, been denied employment after taking a drug test? Yes No

Have you previously worked for the city? Yes No If yes, when? _____

Department: _____ Position: _____

Are you authorized to work in this country? Yes No

Have you ever been convicted of a crime? Yes No (You may omit any traffic offenses)

If yes to the question above, did the conviction result in imprisonment or time in jail? Yes No

Note: Conviction may not necessarily disqualify the applicant.

PLEASE PROVIDE THREE REFERENCES:

Name: _____ Address: _____ Phone: _____

Name: _____ Address: _____ Phone: _____

Name: _____ Address: _____ Phone: _____

IT IS THE RESPONSIBILITY OF THE APPLICANT TO READ THE FOLLOWING BEFORE SIGNING:

I certify that all statements made herein or elsewhere in connection with my application for employment are true and correct. I understand that any falsification, willful omission or deception made in connection with the employment process shall be sufficient cause for dismissal or refusal of employment. I am aware that the information given in my application (including resume) may be investigated. I am also aware that my application is subject to the Open Records Act and may be released as a public document. I understand that my appointment will be at the discretion of the department director concerned, subject to the approval of the City Manager. I understand that the City of Mabank is an employment at-will employer, in that, either I or the city may terminate my employment at any time for any or no reason subject to applicable federal or state law. I also understand that this application is the property of the City of Mabank and will become a part of my personnel file if I am hired. I understand that my employment is contingent upon successful completion of a post conditional job offer and/or a drug/alcohol screen.

SIGNATURE: _____ DATE: _____