



DOUBLE OAK

EMPLOYMENT APPLICATION

Position Applied For	Name (Last, First, MI)	Date
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Address	City, State	Zip Code
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Home Phone ( ) Work Phone ( )	Social Security Number	Drivers License # _____ State _____	<input type="checkbox"/> Operator <input type="checkbox"/> Commercial <input type="checkbox"/> Chauffeurs
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U. S. Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No  Alien Registration No. _____	Have you ever been employed by the Town of Double Oak? <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes: When _____ Position _____	Date Available for Work
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Do You Have Relatives Working for the Town of Double Oak?  <input type="checkbox"/> Yes <input type="checkbox"/> No  Name _____ Dept. _____ Name _____ Dept. _____	Salary Expected  \$ _____ per _____	Have You Served in the U. S. Armed Forces?  Branch _____ From _____ To _____ Specialty _____
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Have you ever been convicted of any crime? If so, when, where, and disposition of offense.  Yes  No

NOTE: A conviction does not automatically mean you will not be appointed. Give all facts and relevant details.

EDUCATION

Circle Highest Grade Completed: 6 7 8 9 10 11 12 College: 1 2 3 4 5 6 7 8

Are you a High School Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No  High School _____  GED Certificate <input type="checkbox"/> Yes <input type="checkbox"/> No  Date _____  Location _____	Colleges Attended _____ Dates _____ _____ Dates _____  Degree(s) Earned _____ Major _____  Date Graduated _____  Other _____
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List all trade schools, military schools, business colleges, etc.

\_\_\_\_\_

\_\_\_\_\_

Licenses, professional registration, special skills, machines operated, typing skills, etc.

\_\_\_\_\_

\_\_\_\_\_

Do you fluently speak any foreign language(s)?  Yes  No

If yes, which one(s) \_\_\_\_\_

## EMPLOYMENT HISTORY

May we contact your present employer and previous employers?

Yes  No If no, explain:

Beginning with the most recent, list below the last four jobs held (up to last ten years) and include present employer, if employed. Include military and specifically described various duties performed.

Name of Company and Address  _____ Type of Business  _____ Name and Title of Supervisor  _____ Phone:  _____	Dates Employed (Mo./Yr.) From _____ To _____ Salary  Starting _____ Last _____ Reason for leaving  _____	Position Held  _____ Describe in detail the work you did. Equipment operated, skills employed.  _____
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## REFERENCES

1. _____	(____) _____
Name	Phone number
Address	
2. _____	(____) _____
Name	Phone number
Address	
3. _____	(____) _____
Name	Phone number
Address	

## GENERAL PROVISIONS

The facts set forth in this application for employment are true and complete, I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

### NOTICE TO APPLICANTS:

The Town of Double Oak is an At-Will Employer. No officer nor representative of the Town of Double Oak other than the Town Council, has any authority to enter into any agreement or contract for employment for any period of time.

### BACKGROUND AND REFERENCE RELEASE AND AUTHORIZATION

Please be advised that any information statements made or references given by any applicant for employment to the Town of Double Oak may be investigated by agents of the Town of Double Oak. Further, the Town of Double Oak reserves the right to make an in-depth investigation into the applicant's character, general reputation, qualifications, drivers record when applicable, to determine an applicants fitness for employment. This information is for the sole use of the Town of Double Oak and will not be released to third parties without the consent of the applicant.

Having read and understood the above statement, I give my full consent to the above and allow the Town of Double Oak the right to fully investigate my character, general reputation, background qualifications, and whatever else may be applicable.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

### TO WHOM IT MAY CONCERN:

This is your authority to furnish the representative of the Town of Double Oak any and all information, reports, and records you may have in your possession, or you may have access to, concerning my character general reputation, qualifications, and whatever else may be applicable.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

### NOTICE TO APPLICANTS:

The Town of Double Oak complies with the requirements or the Immigration Reform and Control Act of 1986. The Town will hire only United States citizens and aliens who are authorized to work in the United States. New employees who do not present the required documentation within three days of their hire date will be terminated.

Acceptable documents that establish identity and employment eligibility include the following:

1. U. S. Passport, or
2. Certificate of U. S. Citizenship, or
3. Certificate of Naturalization, or
4. Unexpired foreign passport with attached Employment Authorization, or
5. Alien Registration Card, or
6. A combination of a State issued drivers license or I. D. Card, U. S. Military Card, or other approved I. D. Card, **and** an Original Social Security Card, or U. S. Birth Certificate, or unexpired INS Employment Authorization.

(Other Documents may be acceptable to prove identity, employment eligibility, or both.)

**DRUG SCREENING:**

In compliance with the Drug Free Workplace Act of 1988 and the campaign to maintain a drug free Double Oak the Town of Double Oak conducts pre-employment urinalysis drug screens of ALL applicants. Applicants declining to voluntarily agree to a drug screen will not be considered further for employment. Applicants with confirmed positive results will not be considered for employment for a minimum period of one year from date of test.

**AMERICANS WITH DISABILITIES ACT COMPLIANCE:**

The Town of Double Oak does not discriminate on the basis of disability in the admission or access to, or treatment of employment in, its programs or activities. Applicants for employment may request any reasonable accommodation to assist in the employment application or interview process. Questions or requests should be directed to the Town Secretary, 320 Waketon Road, Double Oak, Texas 75077 or (972) 539-9464.

**THE TOWN OF DOUBLE OAK IS AN EQUAL OPPORTUNITY EMPLOYER**