



City of Waco Application for Employment

300 Austin Ave * P.O. Box 2570 * Waco, TX 76702-2570 * Fax # 254-750-5737 * Jobs@WacoTx.gov * www.waco-texas.com

INSTRUCTIONS: Answer each question clearly and completely. **If questions are not applicable, enter "NA". Do not leave questions blank.** Be sure to sign when completed. Incomplete applications will not be considered. If more space is required for any question, please attach additional sheets as necessary. Resumes will not be accepted in lieu of an application; you may attach a resume to this completed application. This application will only be considered for the position applied for. To be considered for other positions you will need to complete an additional application per position. The City of Waco is an Equal Opportunity Employer and all applicants will receive consideration without regard to race, color, religion, national origin, gender, sexual orientation and/or gender identity, age, and veteran or disability status.

General Information

Name: _____ Other names used: _____
Last, First, Middle Initial

Mailing Address: _____
Number, Street, City, State, Zip Code

Phone #: _____ Alternate Phone #: _____ E-mail: _____

Position Title Applying for: _____ Requisition #: _____ Supervisor: _____

Date you are available to work: _____ Are you 18 or older? Yes No If no, how old? _____

If hired, can you provide proof that you are legally entitled to work in the United States? Yes No

Do you speak, read, or write languages other than English? Yes No

If yes, what languages? _____ How well? Good Fair Excellent

Are you related by blood or marriage to any City of Waco employee or Council Member? Yes No If yes, please list below:

NAME	DEPARTMENT/DIVISION	RELATIONSHIP
_____	_____	_____
_____	_____	_____
_____	_____	_____

Are you currently or have you ever been employed by the City of Waco? Yes No If yes, please list below:

POSITION	DEPARTMENT	DATES (From/To)	REASON FOR LEAVING
_____	_____	_____ to _____	_____
_____	_____	_____ to _____	_____

Driver's License or ID & Driving Record Information

Please check one: Driver's License ID If applicable- Is your license a Commercial License? Yes No

State Issued: _____ Number: _____ Expiration Date: _____ Type/Class: _____

* Please list and give date(s) or every moving violation and/or traffic accident in the last three (3) years.

(Report any DWI-DUI's under criminal history area on page 6)

Incident	Location	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

Education

Name of High School: _____ Diploma GED Did not Graduate

Please indicate highest level of education achieved after High School: _____
Some College, Technical Certificate, Associates, Bachelors, Masters, PhD, etc

Please list additional education information below:

Copies of college transcripts are required when applying for positions requiring degrees; official transcripts are required within the first 30 days of employment.

Name/Type of School: _____ **Location (City, St):** _____

Dates Attended: _____ **Date Graduated:** _____ **Degree Achieved:** _____

Major: _____ **Minor:** _____ **If No Degree- Hours Completed:** _____

Name/Type of School: _____ **Location (City, St):** _____

Dates Attended: _____ **Date Graduated:** _____ **Degree Achieved:** _____

Major: _____ **Minor:** _____ **If No Degree- Hours Completed:** _____

Name/Type of School: _____ **Location (City, St):** _____

Dates Attended: _____ **Date Graduated:** _____ **Degree Achieved:** _____

Major: _____ **Minor:** _____ **If No Degree- Hours Completed:** _____

* If you need additional space to list your education history, attach a sheet providing the same information requested above.

Certifications

If Certification, Registration, or a Special License is required for the position, then please complete the following:

License/Certification: _____ **Date Issued:** _____ **Date Expires:** _____

Issued by/Location of Issuing Authority: _____ **License #:** _____

License/Certification: _____ **Date Issued:** _____ **Date Expires:** _____

Issued by/Location of Issuing Authority: _____ **License #:** _____

Other Skills

Please list any additional training, machine/equipment operating experience, computer skills, technical skills, or professional knowledge that would support your application.

Employment History

This information will be the official record of your employment history and must accurately reflect all significant duties performed. Include all employment for at least the past ten (10) years as well as military experience. You may add any other relevant experience including volunteer and internship experience. **Begin with your current or most recent job.** Employment history should include each position held, even those with the same employer. Do not use the comment "See Resume". If you need additional space to adequately describe your employment history, you may attach additional pages. This information will be used to determine if you meet the minimum work related experience for the position you are applying for.

Job Title: _____ Employer: _____

Employer Address: _____

Supervisor's Name & Title: _____ Supervisor's Phone #: _____

Average Hours Worked Per Week _____ Starting Date: _____ Ending Date: _____ Final Salary: _____

If applicable, How many employee's did you supervise? _____ May we contact this employer? Yes No

Specific Reason for Leaving or Wanting to Leave: _____

Summary of Job Duties and Responsibilities:

Job Title: _____ Employer: _____

Employer Address: _____

Supervisor's Name & Title: _____ Supervisor's Phone #: _____

Average Hours Worked Per Week _____ Starting Date: _____ Ending Date: _____ Final Salary: _____

If applicable, How many employee's did you supervise? _____ May we contact this employer? Yes No

Specific Reason for Leaving or Wanting to Leave: _____

Summary of Job Duties and Responsibilities:

Employment History- continued

Job Title: _____ Employer: _____

Employer Address: _____

Supervisor's Name & Title: _____ Supervisor's Phone #: _____

Average Hours Worked Per Week _____ Starting Date: _____ Ending Date: _____ Final Salary: _____

If applicable, How many employee's did you supervise? _____ May we contact this employer? Yes No

Specific Reason for Leaving or Wanting to Leave: _____

Summary of Job Duties and Responsibilities:

Job Title: _____ Employer: _____

Employer Address: _____

Supervisor's Name & Title: _____ Supervisor's Phone #: _____

Average Hours Worked Per Week _____ Starting Date: _____ Ending Date: _____ Final Salary: _____

If applicable, How many employee's did you supervise? _____ May we contact this employer? Yes No

Specific Reason for Leaving or Wanting to Leave: _____

Summary of Job Duties and Responsibilities:

Employment History- continued

Job Title: _____ Employer: _____

Employer Address: _____

Supervisor's Name & Title: _____ Supervisor's Phone #: _____

Average Hours Worked Per Week _____ Starting Date: _____ Ending Date: _____ Final Salary: _____

If applicable, How many employee's did you supervise? _____ May we contact this employer? Yes No

Specific Reason for Leaving or Wanting to Leave: _____

Summary of Job Duties and Responsibilities:

Personal References

Please do not list former employers or relatives. Those listed should be familiar with your qualifications for employment.

Name and Occupation:

City/State of Residence:

Phone Number:

Please Read Before Signing

I certify that all information in this application is true and correct. I understand and agree that any false information, misrepresentation, or concealment of fact is sufficient grounds for either my immediate discharge without recourse, or refusal of employment by the City of Waco.

I understand and agree that all information in this application may be verified by the City of Waco. I also understand that any employment is subject to a satisfactory check of references, and that once a contingent offer of employment is made, I must satisfactorily pass a post job offer physical, which will include drug and alcohol tests.

I authorize all individuals and organizations named or referenced to in this application, or given otherwise by me as references, to give the City of Waco all information relative to my employment, work habits, and character. I authorize the City of Waco to verify and investigate the status of my driver's license and to conduct any background check it deems necessary, including review of criminal history records. I hereby release the City, and any individual who provides or obtains information pursuant to this authorization, from any and all liability for damages of any kind that may result to me on account of compliance, or attempts to comply with this authorization. I am also aware that my application is subject to the Texas Open Records Law and may be released as a public document.

I understand that this is not an employment agreement between the City of Waco and the applicant.

X _____
Applicant Signature

Date

NOTE: This page will be removed from the application before it is submitted to the Hiring Supervisor.

Applicant Name: _____ Social Security Number: _____

Position Applied For: _____ Requisition #: _____

Criminal History

The City of Waco conducts criminal history checks on all employees. Please fully answer the following questions. (Please note: a conviction does not necessarily mean that your application will be automatically disqualified from employment consideration.)

1. Are you currently on felony probation, felony deferred adjudication, or parole?

Yes No

2. Have you ever been convicted, placed on deferred adjudication or community supervision, or pleaded guilty or no contest to a felony offense?

Yes No

3. Have you ever been convicted, placed on deferred adjudication or community supervision, or pleaded guilty or no contest to a misdemeanor offense other than a traffic violation?

Yes No

If you answered "Yes" to any of the above 3 questions, **please explain below** with the dates and nature of each offense, the name and location of each court, and the disposition of each case. You must include any DUI/DWI offenses. Additional sheets available.

Dates (Month/Year) _____ Felony Misdemeanor Nature of Offense _____

Case Disposition (current status) _____

Name and Location of Court _____

Dates (Month/Year) _____ Felony Misdemeanor Nature of Offense _____

Case Disposition (current status) _____

Name and Location of Court _____

I certify that all above information is true and correct. I understand and agree that any false information, misrepresentation, or concealment of fact is sufficient grounds for either my immediate discharge without recourse, or refusal of employment by the City of Waco.

X _____
Applicant Signature

Date

Voluntary Information – For Equal Opportunity Employment Purposes: Your completion of the section below is voluntary; refusing to complete this section will not affect the evaluation of your application. The commitment of the City of Waco to a policy of equal employment opportunity requires that certain information be gathered and maintained for government record-keeping requirements only. The information will not be used for making interviewing or hiring decisions.

Race, please check one: American Indian/Alaskan Native Asian Black/African American Hispanic
 Native Hawaiian/Pacific Islander Two or more races Other/Unknown White

Gender: Male Female Other/Unidentified

Please tell us how you heard about this position:

<input type="checkbox"/> City of Waco Employee	<input type="checkbox"/> Waco City Cable Channel (WCCC-TV)	<input type="checkbox"/> Private Employment Agency
<input type="checkbox"/> City of Waco Website	<input type="checkbox"/> TML Website	<input type="checkbox"/> Library
<input type="checkbox"/> City of Waco Telephone Job Line	<input type="checkbox"/> Job Fair	<input type="checkbox"/> KWTX Channel 10 Jobsite
<input type="checkbox"/> Walk-In	<input type="checkbox"/> Other Internet Job Listing	<input type="checkbox"/> College/University Career Services
<input type="checkbox"/> Waco Tribune-Herald	<input type="checkbox"/> Texas Workforce Commission	<input type="checkbox"/> Other _____

Save completed application to your computer then attach to your e-mail. Email to: Jobs@WacoTx.gov