



# CITY OF LONE OAK EMPLOYMENT APPLICATION

City of Lone Oak, 115 Town Square, Lone Oak, Texas 75453

PHONE: (903) 662-5116 FAX: (903) 662-5334

The City of Lone Oak is an Equal Opportunity Employer and encourages applications from eligible and qualified persons regardless of race, color, religion, sex, age, national origin or physical disability.

Your interest in employment with the City of Lone Oak is appreciated. In order to gain a better understanding of your background and work history, we ask that you answer all questions completely and to the best of your knowledge. Information provided is subject to verification.

***Incomplete applications will not be considered.***

**POSITION APPLYING FOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## PERSONAL INFORMATION

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Street Address \_\_\_\_\_ Social Security # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Alternate Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Are you at least 18 years of age? YES  NO

Are you currently employed elsewhere? YES  NO  Are you on layoff status and subject to recall? YES  NO

Are you legally eligible for employment in the United States? YES  NO

Do you work for or have you ever worked for the City of Lone Oak before? YES  NO  If yes, please give dates and positions held:

Have you filed an application with the City of Lone Oak before? YES  NO  If yes, when?

Are you related by blood or marriage to any City Council member or employee of the City of Lone Oak? YES  NO  If yes, whom?

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Department \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Department \_\_\_\_\_

Have you ever been convicted of, plead guilty to, received deferred adjudication, or any form of court supervision for any criminal offense (misdemeanors and felonies) other than minor traffic violations within the last ten (10) years? YES  NO  If yes, please explain:

*NOTE: Prior to employment, applicant will be investigated for prior convictions of criminal offenses. A prior conviction will not automatically disqualify an applicant for employment but will be considered only as it relates to the job under consideration.*

Check all types of work that you will accept: FULL TIME  PART TIME  TEMPORARY   
DAYS  NIGHTS  SHIFTS

When are you available to begin work? \_\_\_\_\_

Have you read and do you understand the requirements of the job for which you have applied? YES  NO

Can you perform the essential functions of this job with or without a reasonable accommodation? YES  NO

**EDUCATION, TRAINING, AND SKILLS**

Do you have a high school diploma? YES  NO  Do you have a GED? YES  NO

Diploma or GED certificate received from \_\_\_\_\_ City and State \_\_\_\_\_

College, Post Graduate, Technical, or Vocational School:

Name	Location	Course of Study	Years Completed	Degree Received

Describe any other specialized training, apprenticeships, professional licenses:

List any other skills related to the job for which you are applying:

Do you have a valid Texas driver's license? YES  NO  License # \_\_\_\_\_

Type of License: Operators  Class A CDL  Class B CDL  Class C CDL

Has your driver's license ever been suspended or revoked? YES  NO  If yes, please explain:

## EMPLOYMENT HISTORY

Beginning with the most recent, list all employment for the past ten (10) years. ALL APPLICABLE BLANKS MUST BE COMPLETED. Resumes may not be submitted in place of employment history, but may be attached as a supplement to your application.

If any employment was under a different name, indicate name: \_\_\_\_\_

Employer	Phone ( )
Position Held	Employment Dates
Address	Salary \$
Type of Business	Supervisor
May we contact this employer? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Brief descriptions of duties:	
Reason for leaving:	

Employer	Phone ( )
Position Held	Employment Dates
Address	Salary \$
Type of Business	Supervisor
May we contact this employer? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Brief descriptions of duties:	
Reason for leaving:	

Employer			Phone ( )		
Position Held			Employment Dates		
Address				Salary \$	
Type of Business			Supervisor		
May we contact this employer? YES <input type="checkbox"/> NO <input type="checkbox"/>					
Brief descriptions of duties:					
Reason for leaving:					

Employer			Phone ( )		
Position Held			Employment Dates		
Address				Salary \$	
Type of Business			Supervisor		
May we contact this employer? YES <input type="checkbox"/> NO <input type="checkbox"/>					
Brief descriptions of duties:					
Reason for leaving:					

Please explain any periods of unemployment:					
Have you been discharged or asked to resign from a job within the last ten (10) years? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, please explain:					

**PERSONAL REFERENCES**

List three people whom you have known for at least three years – do not include relatives or former employers.

Full Name	Relationship
Address	Phone ( )
How long have you known this person?	Alt. Phone ( )

Full Name	Relationship
Address	Phone ( )
How long have you known this person?	Alt. Phone ( )

Full Name	Relationship
Address	Phone ( )
How long have you known this person?	Alt. Phone ( )

**OTHER**

How did you learn of this job opening? (Check one)

Newspaper Ad  Which Newspaper? \_\_\_\_\_

Workforce Commission  City of Lone Oak Website  City Employee  Walk In  Other  \_\_\_\_\_

**PLEASE READ CAREFULLY BEFORE SIGNING**

I hereby certify that all information given on this application is true, correct, and complete to the best of my knowledge. I understand that discovery of misrepresentation or omission of facts herein will make me ineligible for employment and is cause for immediate dismissal.

I hereby authorize any corporation, former employer, educational institutions, law enforcement agencies, city, county, state, and federal courts and military services to release information about my background including, but not limited to, information about employment, education, criminal record, driving record and general reputation. I agree to furnish any additional information required to complete the background check. I release all relevant parties from all liability resulting from furnishing such information. I indemnify the City of Lone Oak against any liability which may result from making such inquiries.

I also understand that employment with the City of Lone Oak is contingent upon the results of an employment drug alcohol screen.

I further understand that this is an application for employment and that no employment contract, whether express or implied, is being offered. I also understand that, if employed, such employment is for no fixed or definite period and is subject to change in wages, conditions, benefits and operating policies. Any employment is "at will" and may be terminated at any time, with or without notice.

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

\_\_\_\_\_  
Date