



City of Kyle Application for Employment

Physical Address
Human Resources 100 W. Center Street Kyle Texas 78640

Mailing Address
PO Box 40 Kyle Texas 78640
www.cityofkyle.com hr@cityofkyle.com

The City of Kyle fully subscribes to the principles of Equal Employment Opportunity. It is our policy to provide employment, compensation, and other benefits related to employment based on qualifications, without regard to race, color, religion, national origin, age, sex, veteran status, disability, or any other basis prohibited by federal, state, or local law. In accordance with requirements of the Americans with Disability Act, it is our policy to provide reasonable accommodation upon request during the application process to eligible applicants in order that they may be given a full and fair opportunity to be considered for employment. As an Equal Opportunity Employer, we intend to comply fully with applicable federal and state employment laws.

Applications are only accepted for positions currently available and will only be considered for thirty (30) days from today's date or until the position(s) applied for are filled, whichever occurs first.

PLEASE PRINT AND COMPLETELY ANSWER ALL QUESTIONS

Today's Date: _____ Position applying for: _____

What is your desired salary? _____ Annual Hourly

Type of employment desired: Full-time Part-time Temporary Seasonal

PERSONAL DATA:

Last Name First Name Middle Name Social Security Number

Street Address City State/Zip Code

(____) _____ (____) _____
Telephone # Other Phone # Email Address

Are you at least 18 years old? Yes No If not, state your age for child labor law purposes only ____

Are there any days, shifts or hours you will not be able to work? Yes No

If yes, please explain: _____

Will you travel if the job requires it? Yes No If so, what percentage of time? ____%

When will you be able to start work? _____

How did you learn about this job? _____

If referral, who were you referred by? _____

Have you ever applied for a position or worked for the City of Kyle? Yes No

If yes, provide dates, position, department and reason for leaving: _____

Are you legally authorized to work in the United States? Yes No

Will you now or in the future require sponsorship for employment visa status (e.g. H-1B visa status)?

Yes No

Note: The Federal Immigration and Reform and Control Act of 1986 requires that an INS Employment Eligibility Verification "Form I-9" be completed for every new hire and that within 3 business days of beginning work every new hire must present to the employer documentation establishing his/her identity and authorization to work. This federal requirement must be satisfied as a condition of employment.

Have you been convicted of a felony, placed on deferred adjudication or probation, or have charges pending for a felony or misdemeanor (including DWI/DUI) within the last seven years? Yes No

Date of Conviction: _____

Note: Answering "yes" does not automatically exclude you from further consideration for the position. Disqualification will be dependent on qualifications for the job.

If yes, please explain: _____

Have you been convicted within the last seven years of misappropriation of funds, embezzlement, or similar for other dishonest conduct; or offense involving the use of a weapon; for burglary, robbery, breaking and entering or theft; or physical assault or other violent crimes?

Note: Answering "yes" does not automatically exclude you from further consideration.

If yes, please explain: _____

Are you related to any current employee or elected official of the City of Kyle? Yes No

If Yes, indicate the name and relationship: _____

DRIVING RECORD: Answer only if driving is a requirement for the job for which you are applying.

Do you have a valid driver's license? Yes No

Issuing State _____ Class A B C CDL (circle one) DL# _____

How many driving violations do you have? _____ Please provide dates and status: _____

Has your driver's license ever been suspended or revoked?

If yes, please explain: _____

Do you have any DUI or DWI convictions?

If yes, please explain: _____

EMPLOYMENT HISTORY: Starting with your most **recent employer**, provide the following information.

Company Name: _____ Address: _____ City, State & Zip: _____ Telephone Number: () _____ Name of Supervisor: _____ Title: _____ May we contact? Yes No	Dates Employed From: _____ To: _____ Positions/Titles held: _____ Rate of Pay: Hourly Salary Starting Rate: _____ Ending Rate: _____
State job titles and describe job duties: _____ _____ _____	
Reason for Leaving (Please state specific reason): _____	

Company Name: _____ Address: _____ City, State & Zip: _____ Telephone Number: () _____ Name of Supervisor: _____ Title: _____ May we contact? Yes No	Dates Employed From: _____ To: _____ Positions/Titles held: _____ Rate of Pay: Hourly Salary Starting Rate: _____ Ending Rate: _____
State job titles and describe job duties: _____ _____ _____	
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Name of Supervisor: _____ Title: _____ May we contact? Yes No	
State job titles and describe job duties: _____ _____ _____	
Reason for Leaving (Please state specific reason): _____	

Company Name: _____ Address: _____ City, State & Zip: _____ Telephone Number: () _____	Dates Employed From: _____ To: _____ Positions/Titles held: _____ Rate of Pay: Hourly Salary Starting Rate: _____ Ending Rate: _____
Name of Supervisor: _____ Title: _____ May we contact? Yes No	
State job titles and describe job duties: _____ _____ _____	
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Name of Supervisor: _____ Title: _____ May we contact? Yes No	
State job titles and describe job duties: _____ _____ _____	
Reason for Leaving (Please state specific reason): _____	

RESIDENCES: Please provide your addresses of residence for the past seven years beginning with the most recent address.

Street Address	City,	State and Zip Code	From	To
Street Address	City,	State and Zip Code	From	To
Street Address	City,	State and Zip Code	From	To
Street Address	City,	State and Zip Code	From	To
Street Address	City,	State and Zip Code	From	To
Street Address	City,	State and Zip Code	From	To

EDUCATION: May or may not be considered depending on job applied for. Describe any educational degrees, skills, training or experience you believe are relevant to the job applied for. Starting with your most recent school attended, provide the following information,

School (Include Name, City & State)	Years Completed	Completed (circle one)	GPA	Major/ Minor	Date
		Diploma GED Degree Certification Other: _____			
		Diploma GED Degree Certification Other: _____			
		Diploma GED Degree Certification Other: _____			
		Diploma GED Degree Certification Other: _____			

Skills and Qualifications: Summarize any special training or skills that may assist you in performing the position for which you are applying.

Applicant Acknowledgment & Statement

I certify that the answers given herein are true and complete to the best of my knowledge. I understand that any misrepresentations, omissions of facts or incomplete answers in any application document will disqualify me from further consideration for employment. I further understand that, if employed, any misrepresentations or omissions of facts in any application document will be cause for my dismissal at any time without prior notice.

I understand that, if employed, my employment is not for a specific term and may be terminated by me or my Employer(s) with or without notice or cause at any time. I further understand that no oral promise, Employer(s) policy, custom, business practice or other procedure (including the Personnel Handbook or any personnel manuals) constitute an employment contract or modification of the at-will employment relationship between me and the Employer(s).

I understand that applicants for certain positions may be required to qualify for employment based on additional employment criteria. I will be required to take job-related tests; take a driver's examination; submit to a background investigation; take a pre-employment drug test. If I am offered employment, my employment is contingent on a satisfactory result on all required tests. I authorize The City of Kyle to release the results of background checks (if any) and my pre-employment drug/alcohol test (if any), any information on this application and any relevant information about me to each other and to the City of Kyle for whom I have applied for employment, and release the City of Kyle and its clients from any and all claims related to the lawful release of this information.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard. I acknowledge that this application will remain active for 90 days from this date. If I have not heard from the City of Kyle at the conclusion of this 90 day period, it is my responsibility to complete a new application if I still wish to be considered for employment.

Do not sign until you have read the above statement.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature: _____ Date: _____