

EDUCATION AND TRAINING

Do you have a High School Diploma? Yes No If not, have you passed a G.E.D. Test? Yes No
 List the highest grade completed _____ (Some portions of this section may be crossed out if not applicable or pertinent to the job for which the applicant is applying.)

	Name of Institution Include City/State	DATES		Major/Minor	Degree Conferred Hours Completed And/or Certification
		From Mo/Yr	To Mo/Yr		
HIGH SCHOOL					
COLLEGES OR UNIVERSITIES					
BUSINESS OR VOCATIONAL SCHOOLS					
MILITARY TRAINING					
OTHER SCHOOLING/ TRAINING					

Please provide any additional information such as special skills, training, management experience, equipment operation or qualifications you believe will be helpful to us in considering your application.

Are you a licensed or certified member of a profession or trade? Yes No
 If YES, list _____

PERSONAL REFERENCES

(Do not list relatives or previous employers)

Name	Address	Phone

EMPLOYMENT EXPERIENCE

List complete employment experience, including military and previous employment with the City; **beginning with your present or last employer.**

Employer:		Address:	
City, State	Zip Code:	Phone No. ()	
Supervisor's Name:		Full Time	Part Time Temporary
Employed From:	To:	Salary: Starting:	Upon Leaving:
Job Title:		Job Description:	
Reason For Leaving:			

Employer:		Address:	
City, State	Zip Code:	Phone No. ()	
Supervisor's Name:		Full Time	Part Time Temporary
Employed From:	To:	Salary: Starting:	Upon Leaving:
Job Title:		Job Description:	
Reason For Leaving:			

Employer:		Address:	
City, State	Zip Code:	Phone No. ()	
Supervisor's Name:		Full Time	Part Time Temporary
Employed From:	To:	Salary: Starting:	Upon Leaving:
Job Title:		Job Description:	
Reason For Leaving:			

Have you ever been fired? Yes ___ No ___ ; if YES, explain

Have you ever applied for employment with the City of Alamo Heights? Yes ___ No ___ ; If YES, when? _____

Have you ever worked for the City of Alamo Heights? Yes ___ No ___ ; If YES, list the department and dates.

Dates	Department

EMPLOYMENT EXPERIENCE CONTINUED (If Necessary)

Employer:		Address:	
City, State	Zip Code:	Phone No. ()	
Supervisor's Name:		Full Time	Part Time Temporary
Employed From:	To:	Salary: Starting:	Upon Leaving:
Job Title:		Job Description:	
Reason For Leaving:			

Employer:		Address:	
City, State	Zip Code:	Phone No. ()	
Supervisor's Name:		Full Time	Part Time Temporary
Employed From:	To:	Salary: Starting:	Upon Leaving:
Job Title:		Job Description:	
Reason For Leaving:			

Employer:		Address:	
City, State	Zip Code:	Phone No. ()	
Supervisor's Name:		Full Time	Part Time Temporary
Employed From:	To:	Salary: Starting:	Upon Leaving:
Job Title:		Job Description:	
Reason For Leaving:			

Employer:		Address:	
City, State	Zip Code:	Phone No. ()	
Supervisor's Name:		Full Time	Part Time Temporary
Employed From:	To:	Salary: Starting:	Upon Leaving:
Job Title:		Job Description:	
Reason For Leaving:			

DRIVING INFORMATION

(you may be asked to provide a copy of your driving record)

Do you have a valid Texas Driver's License? Yes _____ No _____

If YES, give Type: _____ License No. _____

Has your driver's license ever been suspended or revoked? Yes _____ No _____

If YES, give the date, location and reason for suspension or revocation.

Date	Location	Reason

List all moving traffic citations you have received in the past (5) years.

Month/Year	Charge	City/State	Disposition

Describe briefly any traffic accidents in which you have been involved, giving approximate dates and locations.

Traffic Accident	Approximate Date	Location

MILITARY RECORD

Have you ever served in the Armed Forces of the United States? Yes _____ No _____

If YES, Date of Service: From _____ To _____

Branch of Service: _____ Highest Rank Held: _____

Type of Discharge: _____

If you received a discharge other than Honorable, give complete details.

Details: _____ _____ _____

Were you ever disciplined while in the military service (Include Courts Martial, Captains' Masts, Company Punishments, etc.)? Yes _____ No _____

Charge	Agency	Age at Time	Disposition

MISDEMEANOR AND FELONY CRIME CONVICTIONS

(your criminal history may be checked)

NOTE: A conviction record will not necessarily be considered grounds for disqualification, but will be weighed relative to the position sought.

Have you ever been convicted of a felony crime? Yes _____ No _____

Offense Charged	Police agency, City and State	Date	Disposition of Case

Have you ever been convicted of a misdemeanor crime? Yes _____ No _____

Offense Charged	Police agency, City and State	Date	Disposition of Case

Are you currently under indictment, awaiting trial, on probation, or serving a period of deferred adjudication for any criminal offense? Yes _____ No _____ ; If YES, explain:

Explanation: _____ _____ _____

JOB APPLICANT'S AGREEMENT AND CERTIFICATION

I certify that the information given by me in this application is true in all respects, and I agree that if the information given is found to be false in any way, it shall be considered sufficient grounds for denial of employment or discharge. I authorize the use of any information in this application to verify my statements, and I authorize my past employers, all references and any other persons to answer all questions asked concerning my ability, character, reputation and previous employment record. I release all such persons from any liability or damages on account of having furnished such information.

I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between the City of Alamo Heights and myself for either employment, or for the providing of any benefit. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the City of Alamo Heights unless made in writing. If an employment relationship is established, I understand that I have the right to terminate my employment at any time and that the City of Alamo Heights retains the same right.

I understand that prior to being offered employment with the City of Alamo Heights, I will be tested for use of illegal drugs and after a job is tendered to me, I must undergo a medical examination, if the position for which I am applying for requires same. In the event I have a disability that will affect my ability to take these tests, I will so inform the City of Alamo Heights prior to the administration of the tests so that a reasonable accommodation can be made. Requested accommodations may include accessible testing sites, modified testing conditions and accessible testing formats. The City of Alamo Heights reserves the right to require medical documentation concerning the need for the accommodation.

If you are considering employment with the City of Alamo Heights, you must complete the Fair Credit Reporting Act Disclosure and Authorization form attached if you wish to be considered. Please read the notice carefully, and sign in the appropriate place. We will only check your credit history if you are seriously considered for hire. If you bring your driving record, criminal history and credit report with you, it may expedite the process, but you will still need to sign the attached form.

I understand that if employed, policies and rules that are issued are not a contract of employment and that the employer may revise policies or procedures, in whole or in part, at any time.

I understand that this application will be kept on active file for six (6) months from the date upon which it is signed by me, after which I would have to reapply for employment in accordance with established City procedures.

Signature of Applicant

Date

For the Police Department:

Can you work all shifts?

Yes____ No____

For all Positions:

Can you work overtime if needed?

Yes____ No____

Signature of Applicant

Date

*City of Alamo Heights
6116 Broadway
Alamo Heights, TX 78209
(210) 822-3331 Administration
(210) 826-0516 Engineering
(210) 826-2138 Public Works
(210) 824-1281 Fire/EMS Department
(210) 822-6433 Police Department*