

If you have been convicted of any of the following **misdemeanors within the last five years**, for each conviction, please describe the nature of the charge, the date of the offense, the date of the conviction, the location or jurisdiction, and the punishment assessed: 1) Driving While Intoxicated, 2) Possession of a Controlled Substance (including Marijuana), 3) Assault, 4) Unlawfully Carrying a Weapon and 5) Theft.

Note: A Criminal Background Check will be conducted on all prospective employment applicants and other volunteer placements. A criminal record does not constitute an absolute bar to employment factors such as age at the time of the offense; rehabilitation efforts, how recent and seriousness of the crime will be taken into account.

Have you been bonded? Yes No If yes, for what position? _____

Have you ever been refused a bond? Yes No If so, why? _____

Give name, address, and phone number of three (3) references (not related to you and not former employers or relatives) who have personal knowledge of your character, experience and ability.

NAME	MAILING ADDRESS	CITY	(A/C) PHONE NO.

List all licenses you hold (drivers, electrician, etc.) **Note:** Drivers license records and other licenses will be investigated where essential and job-related.

TYPE	ISSUING AGENCY	LICENSE NO.	EXPIRATION DATE

EMPLOYMENT EXPERIENCE: List below each job held. Start with your present or last job. Include military service, paid or unpaid, full or part time, summer job, etc. **Note:** Previous employers will be contacted to verify your employment record.

Employer	Dates		Work Performed
	From	To	
Address			
City State Zip Code	Hourly Rate/Salary		
Phone No. ()	Starting	Ending	
Job Title	Supervisor		
Reason For Leaving			

Employer	Dates		Work Performed
	From	To	
Address			
City State Zip Code	Hourly Rate/Salary		
Phone No. ()	Starting	Ending	
Job Title	Supervisor		
Reason For Leaving			

Employer	Dates		Work Performed
Address	<u>From</u>	<u>To</u>	
City State Zip Code	Hourly Rate/Salary		
Phone No. ()	<u>Starting</u>	<u>Ending</u>	
Job Title	Supervisor		
Reason For Leaving			

If space is needed for additional information, please provide an attachment.

SPECIAL SKILLS AND QUALIFICATIONS:

Summarize special skills and qualifications acquired from employment or other experience.

EDUCATION:

	Elementary	High School	College/ University	Graduate/ Professional
School Name				
Yrs. Completed	1 2 3 4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree Course of Study				
Specialized Training, Skills, Apprenticeship				

Applicant Please Read the Following Carefully

<div style="border: 1px solid black; width: 20%; margin: 0 auto; padding: 5px; background-color: #cccccc;">CERTIFICATION</div> <p>I hereby certify that answers given herein are true and complete to the best of my knowledge and agree that if employed, any misrepresentation, falsification or omission of facts thereon shall justify my dismissal.</p> <p>I hereby authorize the City of Donna to fully investigate my record and work qualifications either before or after my employment by the City of Donna and to facilitate such investigation, I also hereby authorize any persons, office, agency or source, having information and knowledge about my personal, employment, military, educational, driving record, criminal, credit or financial history; prior work related injury information, physical screening, drug screening and other related matters as may be necessary in arriving at an employment decision to furnish and release such information to the City of Donna. I hereby release employers, schools, agencies, or persons from all liability in responding to inquiries in connection with my application.</p> <p>In submitting this application, I understand that it becomes the property of the City of Donna and will not be returned or altered by City staff. I hereby understand and acknowledge that, any employment relationship with the City is of an "at will" nature, which means any employee may be removed by the City Manager, by the head of a department or by other appointing officer at any time in accordance with applicable law.</p>
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Signature of Applicant

Date

Applicant please note: All applications submitted to the Department of Human Resources will be applicable only for the specific position being applied for and will remain on an "active" status until that vacancy has been filled.

CITY OF DONNA

Affirmative Action Form

Government agencies require reports about status of applicants. This data is for analysis and affirmative action only. Cooperation is voluntary. Failure to supply this information will not jeopardize or adversely affect any consideration that you might receive for employment, or any later advancement in employment.

Sex: Male Female

Race/Ethnicity

- American Indian or Alaskan Native**
A person having origins in any of the original peoples of North America, Central America, or South America, and who maintains tribal affiliation or community attachment.
- Asian**
A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.
- Black or African American**
A person having origins in any of the Black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander**
A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White**
A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- Hispanic or Latino (All races)**
A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- Hispanic or Latino (White race only)**
A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, and of the White race.
- Hispanic or Latino (All other races)**
A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, and of any race other than White.
- Race missing or unknown (For personnel department use only)**
Applies to applicants when a resume or application that is screened is received without any racial or ethnic identification and no further contact is made with the applicant.

Veteran

Please identify where you learned about an employment opportunity with this organization.

- Newspaper ad Employee referral Recruiter Temporary service
 State employment Service Walk-In Other: _____

