



CITY OF LIVINGSTON, TEXAS

Application for Employment

Human Resources Department
936.327.4311 X165
Fax 936.327.7608

Email: humanresources@livingston.net

Position Applied for _____ Application Date _____

Date available for work: _____ Salary desired: _____

Name _____ Home Phone _____

Address _____ Cell Phone _____

City/State/Zip Code _____ Work Phone _____

Email address _____

Yes No Are you 18 years of age or older?

Yes No Are you legally eligible for employment in this country?

Yes No Have you submitted an application with the City before?

Yes No Have you ever been employed with the City before?

Yes No Are you a relative of a current employee, City Councilmember, Mayor or City Manager?

Yes No Are you able to meet the attendance requirements of the position?

Yes No Will you travel if the job requires it?

Yes No Will you work overtime if required?

Yes No Have you ever held a position which required a bond?

Yes No If applicable, are you able to meet the driver requirements of the position for which you are applying?

**INFORMATION REGARDING CONVICTION RECORD WILL NOT NECESSARILY BAR AN APPLICANT FROM EMPLOYMENT;
INDIVIDUAL CIRCUMSTANCES WILL BE CONSIDERED RELATIVE TO THE JOB SOUGHT.**

Yes No Have you ever pled "guilty" or "no contest" to, or been convicted of any criminal offense? If yes, please provide dates and details: _____

Yes No Have you ever had any traffic citations? If yes, explain: _____

Education

TYPE OF SCHOOL	NAME OF SCHOOL & ADDRESS	NO. OF YEARS COMPLETED	MAJOR OR DEGREE
High School			
College or University			
Trade School			

Social Security Number

SS# _____ - _____ - _____

We will use this information only for application review and employment purposes.

References (Please provide 2 work references and 2 personal references, no relatives please.)

Name _____ Title _____

Relationship to You _____ Phone _____ Years Known _____

Name _____ Title _____

Relationship to You _____ Phone _____ Years Known _____

Name _____

Relationship to You _____ Phone _____ Years Known _____

Name _____

Relationship to You _____ Phone _____ Years Known _____

Previous Employment (Starting with your most recent employer, provide the following information.)

Name of Employer: _____

Name of last supervisor: _____

Dates of employment: From _____ To _____ May we contact them: Yes No

Salary: From _____ To _____

Complete Address: _____

Phone #: _____

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

Reason for leaving (be specific): _____

Name of Employer: _____

Name of last supervisor: _____

Dates of employment: From _____ To _____ May we contact them: Yes No

Salary: From _____ To _____

Complete Address: _____

Phone #: _____

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

Reason for leaving (be specific): _____

Name of Employer: _____

Name of last supervisor: _____

Dates of employment: From _____ To _____ May we contact them: Yes No

Salary: From _____ To _____

Complete Address: _____

Phone #: _____

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

Reason for leaving (be specific): _____

Related Information

Explain any gaps in your employment: _____

Please explain if you have been fired from a job: _____

Skills, Qualifications and Certifications

Word Processing Internet Spreadsheet Email Other

Surface Water Certification Water Distribution Certification Wastewater Treatment Certification

Wastewater Collection Certification

Please list any other skills, qualifications or certifications which may assist you in performing the duties of the position for which you have applied: _____

Applicant Statement (Please read carefully the following statement.)

I certify that all answers given in this application are true and complete.

I authorize the City to investigate my personal history and/or employment record and to contact any and all sources to obtain additional job related information about me. I release, and hold harmless, the City, its representatives and all other persons, corporations or organizations from any liability for furnishing or obtaining such information.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the City is an "at will" nature, which means that the Employee may resign at any time with or without prior notice and that the Employer may discharge the Employee at any time with or without cause and with or without prior notice, except as may be required by law. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless an authorized executive of the City specifically acknowledges such change in writing.

I 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 for such purpose.

I understand that the employment process may include a review of my driving record. I also agree that if I am employed in a job requiring the operation of a motor vehicle, my failure to maintain a driving record acceptable to the City's general liability insurance carrier may result in my discharge.

I understand that the City does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand that I am required to abide by all rules and regulations of the City.

I understand that this application for employment shall be considered active only until the position applied for has been filled.

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

Applicant's Signature: _____

Date: _____

**CITY OF LIVINGSTON
200 W. CHURCH
LIVINGSTON, TEXAS 77351**