



# APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Last: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Home Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Employment is dependent upon proof of citizenship or presentation of documents which authorize you to work in the United States. Is your citizenship or immigration status such that you can lawfully work in the U.S.?  Yes  No

Have you ever worked for The City of La Porte?  No  Yes, when? \_\_\_\_\_

What department(s)? \_\_\_\_\_

Department Applying To:

- |  |  |                                      |
|--|--|--------------------------------------|
| <input type="checkbox"/> Police Civilian/Fire Civilian ( <i>circle one</i> ) | <input type="checkbox"/> TransPorte      | <input type="checkbox"/> Utilities   |
| <input type="checkbox"/> Parks and Recreation                                | <input type="checkbox"/> Street          | <input type="checkbox"/> Violations  |
| <input type="checkbox"/> Water   | <input type="checkbox"/> Clerk Treasurer | <input type="checkbox"/> Wastewater  |
| <input type="checkbox"/> Engineering   | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Other _____ |

Desired Position: \_\_\_\_\_ Preferred Status:  Full-Time  Part-Time  Seasonal

Desired Starting Wage: \$ \_\_\_\_\_

PREVIOUS EMPLOYMENT

*(Most recent employer)*  
 Company #1: \_\_\_\_\_ City/State: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_ May we contact ?  Yes  No

Employed: FROM: \_\_\_\_\_ TO: \_\_\_\_\_ Rate of Pay: STARTING: \_\_\_\_\_ ENDING: \_\_\_\_\_  
(Month/Year)

Position(s) Held: \_\_\_\_\_ Average Hours per Week: \_\_\_\_\_

Describe your duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Company #2: \_\_\_\_\_ City/State: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_ May we contact ?  Yes  No

Employed: FROM: \_\_\_\_\_ TO: \_\_\_\_\_ Rate of Pay: STARTING: \_\_\_\_\_ ENDING: \_\_\_\_\_  
(Month/Year)

Position(s) Held: \_\_\_\_\_ Average Hours per week: \_\_\_\_\_

Describe your duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Company #3: \_\_\_\_\_ City/State: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_ May we contact ?  Yes  No

Employed: FROM: \_\_\_\_\_ TO: \_\_\_\_\_ Rate of Pay: STARTING: \_\_\_\_\_ ENDING: \_\_\_\_\_  
(Month/Year)

Position(s) Held: \_\_\_\_\_ Average Hours per week: \_\_\_\_\_

Describe your duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Please indicate if you have had experience with the following:**

Skills:     Computers                       Customer Service                       Driver                       Crew Leader  
               Data Entry                       Safety/Training                       General Laborer                       Mowing Crew/Maintenance  
               Typing (wpm \_\_\_)                       Forklift                       Mechanic                       Heavy Equipment Operator  
               Law Enforcement/Security                       Other \_\_\_\_\_

**EDUCATION / ADDITIONAL INFORMATION**

Name of School and City/State	Degree/Major	Number of Years Completed	GPA	Graduated/GED (Yes, No)
High School:				
College:				
Other:				

Other Special Training/Skills/Licenses/Machines/Software, etc.

Referral Source:     Employment Office                       Internet                       Newspaper                       Walk-in  
                           Referred by: \_\_\_\_\_                       Other \_\_\_\_\_

What interested you in working here? \_\_\_\_\_  
 Reference: \_\_\_\_\_ Phone: \_\_\_\_\_ Relation: \_\_\_\_\_

In the last 7 years, have you ever been convicted of a crime (felony or misdemeanor) that has not been expunged by a court?     Yes     No

If Yes, Date	Nature of Conviction	Where	Disposition of Offense

All applicants will be considered without regard to race, creed, color, national origin, age, sex, physical or mental disabilities (as defined by law), citizenship, Vietnam-era Veteran status, liability for service in the armed forces of the United States, or any other basis prohibited by applicable state or federal law. This Company complies with its legal obligation to provide reasonable accommodations to qualified individuals with disabilities.

***PLEASE READ BEFORE SIGNING***

**This application will be given every consideration, but its receipt does not imply that the applicant will be employed.**

I am presenting information that is true and correct to the best of my knowledge, and I understand that any falsification or misrepresentation herein could result in my discharge in the event I am employed by The City of La Porte. I authorize investigation of all statements made in this application, authorize full disclosure of my work performance and conduct by my present or any former employer, and release all parties from any claims or liability for any damage that may result from furnishing such information. I understand that The City of La Porte is a drug-free environment and conducts tests including pre-employment, random, post-accident, and for-cause. I also understand that negative results of such tests are a condition of employment.

I understand that The City of La Porte cannot guarantee work hours and that as conditions dictate, I may be required to work hours or perform job duties other than those for which I was originally employed. I further understand and agree that if I am employed by The City of La Porte, such employment is for no fixed period of time, and that The City may terminate my services at any time for any reason or no reason at all.

**I acknowledge, by my signature, that I have read and understand these statements.**

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

\_\_\_\_\_  
 Date