



# City of Willis Employment Application

## Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State Zip Code*

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Date Available: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Do any of your friends, or relatives, other than your spouse, work here: Yes No

If yes, state name, relationship and location: \_\_\_\_\_

Are you eligible to work in the United States? Yes No Employment Desired? Full Time Part Time

Have you ever worked for this organization? Yes No Hours of work (per week) desired? \_\_\_\_\_

Have you ever plead guilty or nolo contendere (no contest), received deferred adjudication, received probation, court ordered community supervision, pretrial diversion, or been convicted of any criminal offense other than minor traffic citations? Yes No

If yes, explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

Did you graduate? Yes No Degree: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

Did you graduate? Yes No Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

Did you graduate? Yes No Degree: \_\_\_\_\_

Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? Yes No

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? Yes No

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? Yes No

## Military Service

Branch: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_

Are you currently in the Armed Forces? Yes No

## References

*Please list three professional references.*

Full Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street City State Zip Code*

---

Full Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street City State Zip Code*

---

Full Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street City State Zip Code*

---

## Disclaimer and Signature

**The City of Willis IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE AGAINST APPLICANTS OR EMPLOYEES ON THE BASIS OF RACE, COLOR, SEX, AGE, RELIGION, NATIONAL ORIGIN, GENETIC INFORMATION OR DISABILITY.**

**Disclosure Statement – The information given on this form is solely for the use of the City of Willis and will be held in strictest confidence. It will be to the applicant's advantage to answer each question fully and accurately. The use of this form does not indicate that there are any positions open and does not obligate the City in any way.**

*I certify that my answers are true and complete to the best of my knowledge and that intentional or misrepresentations or omissions may be cause for the rejection of my application and that if hired I may be released from employment.*

*I understand that the City of Willis may require me to successfully complete a pre-employment drug and alcohol test as a condition of employment and that continued employment may be based on the successful completion of similar tests.*

*I understand that the City of Willis may as part of the hiring process request an investigative consumer report for a third party entity or agency including information concerning character, general reputation, personal characteristics credit records, and mode of living. I may make a written request to the City of Willis to provide me with additional information regarding the nature and scope of such report.*

*I understand that employment with the City of Willis is "at will" and nothing in the interview or hiring process, this application, or the City of Willis policies are intended to create an employment contract between myself and the City of Willis. Employment may be terminated by either party at any time for any reason without notice.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# CITY OF WILLIS

## BACKGROUND INFORMATION DATA SHEET FOR PURPOSES OF BACKGROUND INVESTIGATION ONLY

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_  
(Last Name) (First) (Middle)

*\*Maiden/Other Names Used* \_\_\_\_\_ Phone Number \_\_\_\_\_

Driver's License or State ID \_\_\_\_\_ State \_\_\_\_\_ Date of Birth \_\_\_\_\_ Male Female

**RESIDENCES for the Last Seven (7) Years:** List present address first.

Address \_\_\_\_\_ / \_\_\_\_\_  
Street Apt. No. City State Zip From / To

Address \_\_\_\_\_ / \_\_\_\_\_  
Street Apt. No. City State Zip From / To

Address \_\_\_\_\_ / \_\_\_\_\_  
Street Apt. No. City State Zip From / To

**EMPLOYMENT for the Last Seven (7) Years:** Start with current or most recent.

*May We Contact Current Employer? Yes No*

Applicant's Title \_\_\_\_\_  
 Employer \_\_\_\_\_ From: (Month/Year) \_\_\_\_ / \_\_\_\_ To: \_\_\_\_ / \_\_\_\_  
 Supervisor: \_\_\_\_\_  
City State Zip Telephone

Applicant's Title \_\_\_\_\_  
 Employer \_\_\_\_\_ From: (Month/Year) \_\_\_\_ / \_\_\_\_ To: \_\_\_\_ / \_\_\_\_  
 Supervisor: \_\_\_\_\_  
City State Zip Telephone

Applicant's Title \_\_\_\_\_  
 Employer \_\_\_\_\_ From: (Month/Year) \_\_\_\_ / \_\_\_\_ To: \_\_\_\_ / \_\_\_\_  
 Supervisor: \_\_\_\_\_  
City State Zip Telephone

**EDUCATION:**

High School \_\_\_\_\_ Attended From \_\_\_\_\_ To \_\_\_\_\_ Graduated Did Not Graduate  
City State Zip GED\* Diploma

*\*Location GED was obtained:* \_\_\_\_\_

College \_\_\_\_\_ Attended From \_\_\_\_\_ To \_\_\_\_\_ Graduated Did Not Graduate  
City State Zip Degree / State Degree  
 Month/Year Degree Received \_\_\_\_\_

College \_\_\_\_\_ Attended From \_\_\_\_\_ To \_\_\_\_\_ Graduated Did Not Graduate  
City State Zip Degree / State Degree  
 Month/Year Degree Received \_\_\_\_\_

ACKNOWLEDGEMENT: I understand that this form will be retained in strict confidence, and that the **sole** purpose of this document is to facilitate a background investigation. I further understand that the information I have provided herein will **NOT** be considered in any hiring decision, except for reasons of falsification. By my signature below, I acknowledge my understanding of these facts, and further attest that all of the information I have provided is true and correct.

I hereby authorize all persons, schools, all former employers, organizations, law enforcement agencies, or any other entity having information on me, to provide, either verbally or in writing, to, City of Willis, its agents, or assignees, all pertinent background information that has been deemed necessary for City of Willis to arrive at an employment decision. Furthermore, I agree to hold City of Willis, its agents, assignees, and any other person or entity that releases the aforementioned information, harmless and agree to release them from any liability arising from said background investigation. A photocopy or facsimile of this original form will serve as authorization.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_