



CITY OF RICHLAND HILLS, TEXAS

(817) 616-3800 • Fax (817) 616-3803 • 3200 DIANA DR. • RICHLAND HILLS, TEXAS • 76118

Employment Application

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	Zip Code	
Phone	E-mail Address		
Date Available	Social Security No.	Desired Salary	per
Position Applied for	Are you at least 18 years of age? Yes No		
Do you have any relatives who work for the City of Richland Hills? Yes No		Driver's License No./State _____	
Name	Department	Operator's	Chauffeur's
Name	Department	Commercial	
Have you ever been employed by the City of Richland Hills? Yes No		If so, when?	
In what position?			
United States citizens or aliens who are legally entitled to work in the United States are eligible for employment. If hired, can you submit documentation verifying your identity and legal right to work in the United States? Yes No			
Have you ever been convicted of a felony or crime of moral turpitude? A conviction does not automatically disqualify you from employment. The City will consider the offense for which you were convicted, the circumstances surrounding the conviction, and the date of conviction as important factors in making its hiring decision. Give all facts and dates: Yes No			
EDUCATION			
High School		Address	
From	To	Did you graduate? Yes No	Degree
College		Address	
From	To	Did you graduate? Yes No	Degree
Other		Address	
From	To	Did you graduate: Yes No	Degree
Other		Address	
From	To	Did you graduate: Yes No	Degree
REFERENCES (Please list three professional references.)			
Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			

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	Type of Discharge	
If other than honorable, explain		

SKILLS/ CERTIFICATIONS

Do you speak any foreign languages? Yes No Which one(s)?
Special Skills/ Training
Computer Skills/ Software
Licenses/ Certification
Remarks

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 \$	
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Address		Supervisor	
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May we contact your previous supervisor for a reference?		Yes	No
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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



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THE CITY OF RICHLAND HILLS IS AN EQUAL OPPORTUNITY EMPLOYER						
Last Name		First		Middle	Date	
Street Address				Apartment/Unit #		
City		State		Zip Code		
Position Applied For		Type of Job: Full-Time		Part-Time	Temporary	Permanent
Gender	Male	Female	Date of Birth		Age	
Highest level of Education Completed		9-12 Grade	High School/GED	Trade School	Some College	
		Associate Degree	Bachelor Degree	Master Degree	Doctorate	
Race/Ethnicity		Asian/Pacific Islander		American Indian/Alaskan Native		Black
		White		Other		
Hispanic (including Mexican, Cuban, Race/Puerto Rican, South American or any other Spanish origin regardless of race)						
How did you hear about this position?		Newspaper	City's Website	TML	School	
		City Employee	Employment Agency/TWC	Other	Other Website	



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DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in denial of employment or termination following employment.

Signature

Date

AUTHORIZATION FOR BACKGROUND AND REFERENCE RELEASE

I understand that any information, statements made or references given by any applicant for employment to the City of Richland Hills may be investigated by agents of the City of Richland Hills. I understand the City of Richland Hills reserves the right to make an in-depth investigation into the applicant's character, general reputation, qualifications, driving record, education and credit history, when applicable, to determine an applicant's qualification for employment. I understand that this information is for the sole use of the City of Richland Hills and will not be released to third parties without the consent of the applicant.

Having read and understood the above statement, I give my full consent to the above and allow the City of Richland Hills the right to fully investigate my character, general reputation, background qualifications, and whatever else may be applicable.

Signature

Date

AUTHORIZATION FOR BACKGROUND AND REFERENCE RELEASE

I understand and hereby authorize the City of Richland Hills to conduct verification and/ or investigations including, but not limited to criminal history, credit (if applicable), driving record, character, employment history, job-related investigations as are necessary to determine my background and qualifications for employment. I authorize schools, persons, previous employers and other organizations to provide the City with any and all information about me and release any such schools, persons, previous employers and other organizations or individuals from any and all liability for damages of whatever kind which may result to me, including but not limited to, claims for negligence, which they might otherwise incur as a result of disclosing the information.

Signature

Date

APPLICANT STATEMENT

I understand The City of Richland Hills is an At-Will employer. I understand that no officer or representative of the City of Richland Hills other than the City Council has any authority to enter into any agreement or contract for employment.

I understand that the City of Richland Hills complies with the requirements of the Immigration Reform and Control Act of 1986 and that the City will hire only United States citizens and aliens who are authorized to work in the United States. I understand that all new employees who do not present the required documentation within three days of their hire date will be terminated.

The City of Richland Hills is committed to providing a safe, efficient and drug-free work environment. I understand that if offered employment with the City of Richland Hills, I will be required to take a post offer physical examination to determine fitness to perform essential job related functions of the position and urinalysis drug test. Depending on the position, I may be subject to a credit history check, driving record check, criminal history review, polygraph examination and psychological evaluation.

The City of Richland Hills does not discriminate on the basis of disability in the admission, access to, or treatment of employment. I understand that applicants for employment may request any reasonable accommodation to assist in the employment application or interview process. Questions or requests should be directed to Human Resources, 3200 Diana Drive, Richland Hills, Texas 76118. (817) 616-3800.

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

Signature

Date