



## Richland Hills Human Resources

3200 Diana Drive | Richland Hills, TX, 76118

817-616-3812 | richlandhills.com

### **Application for Employment**

An Equal Opportunity Employer

**PLEASE READ FIRST:** Thank you for your interest in employment with the City of Richland Hills. The application you submit will be reviewed and evaluated based upon the information you have supplied. Failure to answer all questions completely and accurately may mean loss of an employment opportunity.

#### **PLEASE FOLLOW THESE INSTRUCTIONS TO COMPLETE THIS APPLICATION:**

1. The City accepts applications **only** when a specific employment notice of a job vacancy is posted.
2. The City will only consider complete applications. You must provide all requested information, including your signature.
3. You may submit a resume in addition to your application, but resumes will not substitute for a completed application.
4. Your application will be reviewed after the posted deadline, as noted on the employment opportunity notice.
5. The City of Richland Hills will contact (either by telephone or mail) the applicants selected for a personal interview and/or post offer testing. All other applicants may not receive any additional notice.
6. If you wish to be considered for future positions, you **must** submit a new application for each position.

These instructions will be removed from the application once the application is submitted.

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## Employment Application

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	Zip Code	
Phone	E-mail Address		
Date Available	Last Four Social Security Number		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?		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?		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 crime other than a Class C Traffic Offense? 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			
<b>High School</b>		Address	
		Did you graduate?	Degree
		Yes No	
<b>College</b>		Address	
From	To	Did you graduate?	Degree
		Yes No	
<b>Other</b>		Address	
From	To	Did you graduate?	Degree
		Yes No	
<b>Other</b>		Address	
From	To	Did you graduate?	Degree
		Yes No	
REFERENCES (Please list three professional references.)			
<b>Full Name</b>		Relationship	
Company		Phone	
Address			
<b>Full Name</b>		Relationship	
Company		Phone	
Address			
<b>Full Name</b>		Relationship	
Company		Phone	
Address			

**PREVIOUS EMPLOYMENT (last 10 years of employment history; Add information on additional sheets of paper if necessary)**

<b>Company</b>		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			

<b>Company</b>		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			

<b>Company</b>		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			

<b>MILITARY SERVICE</b>			
Branch		From      To	
Rank at Discharge		Type of Discharge	
If other than honorable, explain			

<b>SKILLS/ CERTIFICATIONS</b>			
Do you speak any foreign languages?    Yes      No      Which one(s)?			
Special Skills/ Training			
Computer Skills/ Software			
Licenses/ Certification			

Remarks			
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PREVIOUS EMPLOYMENT			
<b>Company</b>		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			
<b>Company</b>		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			
<b>Company</b>		Phone	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
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Address		Supervisor	
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Responsibilities			
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May we contact your previous supervisor for a reference? Yes No			



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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 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
- General reputation
- Qualifications
- Education

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. 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.

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



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## Applicant Data Record

### Equal Employment Opportunity Employer

Applicants are considered for all positions they have applied without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or disability. Richland Hills complies with government regulations. To help us comply with government record keeping, reporting and other legal requirements, please complete the information requested below. We appreciate your cooperation. This data will be kept in a Confidential File separate from the Application and will not be used in the selection process.

The City of Richland Hills is an Equal Opportunity Employer					
Position applied for:	Type of Job:	Full-time	Part-time	Temporary	Permanent
Last name:	First:	M.I.:	Date:		
Street Address:				Apartment/Unit #:	
City:	State:		Zip Code:		
Gender:	DOB:		Age:		
Highest Level of Education Completed:	9-12 Grade	High School/GED	Trade School	Some College	
	Associate's	Bachelor's	Master's	Doctorate	
Check if any of the following are applicable:	Vietnam Era Veteran	Disabled Veteran		Disabled Individual	
Race/Ethnicity	Asian/Pacific Islander		Black	Two or More Races	
	American Indian/Alaskan Native		Hispanic or Latino	Other	
How did you hear about this position?	Newspaper	City Website	TML	School	
	City Employee	Employment Agency/TWC	Other	Other Website	