



# Application for Employment

City of Johnson City  
303 E Pecan Street  
P.O. Box 369  
Johnson City, TX 78636  
Phone- (830) 868-7111  
[www.johnsoncitytx.org](http://www.johnsoncitytx.org)

If you need an accommodation during any phase of the application, interview, or employment process or any pre-employment testing, please notify the City Secretary at (830) 868-7111 and every reasonable effort will be made to accommodate your needs in a timely manner. All applications submitted will be applicable only for the specific position being applied for and will remain on an "active" status until that vacancy has been filled.

## Applicant Information

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Physical Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Mobile Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

## Position Information

Position Applying For: \_\_\_\_\_ Position #: \_\_\_\_\_  
 What type of employment are you willing to accept?  Full-Time  Part-Time  Temporary  
 What date are you available for work? \_\_\_\_\_  
 How did you learn of this job posting?  City Hall Website: \_\_\_\_\_ Other: \_\_\_\_\_

## General Information

Are you over 18 years old?  Yes  No  
 Are you known by any other name?  Yes  No  
 If yes, by what name? \_\_\_\_\_  
 Have you worked for the City before?  Yes  No  
 If yes, provide department name: \_\_\_\_\_  
 Are you related to any elected official or employee of the City?  Yes  No  
 If yes, provide the person's name, department and relationship to you: \_\_\_\_\_  
 Are you authorized to work in the United States on an unrestricted basis?  Yes  No

Have you been told the essential functions of the job or have you reviewed the job description?  Yes  No  
 Can you perform the essential functions with or without reasonable accommodation?  Yes  No  
 The City of Johnson City has adopted a Drug and Alcohol Policy to maintain a drug-free workplace. Any applicant applying for employment with the City will be required to submit to testing for illegal drug use prior to employment. Employment will be contingent upon a negative drug test result. Will you submit to a drug testing?  Yes  No  
 Have you ever been convicted of any felony or misdemeanor? If yes, please explain below:  Yes  No

**Important:** For purposes of employment with the City of Johnson City, "convictions" include sentenced to confinement, paid fine, time served, placed on probation (including deferred adjudication) and court-ordered restitution.

### Education History

Education Type	Name & Location of School	Major	Diploma / Degree
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### Licenses & Certifications

List all licenses and certifications you currently hold.

License Type	Issuing Agency	Number	Expiration Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### Special Skills and Qualifications

Summarize special skills and qualifications acquired from employment, education or experience.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Work History

List below each job held. Start with your current or last job. Include military service, paid, or unpaid, full or part time, summer job, etc. "See resume" is not acceptable. Previous employers will be contacted to verify your employment record. Add additional pages as necessary.

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

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

Name and Title of Supervisor: \_\_\_\_\_

Date Started: \_\_\_\_\_ Starting Position: \_\_\_\_\_ Starting Pay: \$ \_\_\_\_\_ per / \_\_\_\_\_

Date Ended: \_\_\_\_\_ Ending Position: \_\_\_\_\_ Ending Pay: \$ \_\_\_\_\_ per / \_\_\_\_\_

Work Performed: \_\_\_\_\_

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

**Work History Continued**

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

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

Name and Title of Supervisor: \_\_\_\_\_

Date Started: \_\_\_\_\_ Starting Position: \_\_\_\_\_ Starting Pay: \$ \_\_\_\_\_ per / \_\_\_\_\_

Date Ended: \_\_\_\_\_ Ending Position: \_\_\_\_\_ Ending Pay: \$ \_\_\_\_\_ per / \_\_\_\_\_

Work Performed: \_\_\_\_\_

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

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

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

Name and Title of Supervisor: \_\_\_\_\_

Date Started: \_\_\_\_\_ Starting Position: \_\_\_\_\_ Starting Pay: \$ \_\_\_\_\_ per / \_\_\_\_\_

Date Ended: \_\_\_\_\_ Ending Position: \_\_\_\_\_ Ending Pay: \$ \_\_\_\_\_ per / \_\_\_\_\_

Work Performed: \_\_\_\_\_

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

**References**

Provide name, e-mail and phone number of three (3) professional references.

Name	E-mail	Phone	Occupation
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Emergency Contacts**

Identify below the person(s) to be notified in case of an emergency.

Name	Phone
_____	_____
_____	_____
_____	_____

## E-Verify

The Immigration Reform and Control Act of 1986 requires employers to verify the citizenship, or authorization to work in the United States, on all individuals since November 6, 1986. Documentation is required no later than three days from employment commencement. It is the employee's responsibility to assure the Human Resources Division receives the appropriate documentation.

The City uses E-Verify to validate the identity and employment eligibility of all persons hired to work for the City of Johnson City. E-Verify compares information from an employee's Form I-9 to data from U.S Department of Homeland Security and Social Security Administration records to confirm employment eligibility.

## Certification

I hereby certify that answers given herein are true and complete to the best of my knowledge and agree that if employed, any misrepresentation, falsification or omissions of facts thereon shall justify my dismissal.

I hereby authorize the City of Johnson City to fully investigate my record and work qualifications either before or after my employment by the City of Johnson City and to facilitate such investigation, I also hereby authorize any persons, office, agency or source, having information and knowledge about my personal, employment, military, educational, driving record, criminal, credit or financial history; prior work related injury information, physical screening, drug screening and other related matters as may be necessary in arriving at an employment decision to furnish and release such information to the City of Johnson City. I hereby release employers, schools, agencies, or persons from all liability in responding to inquiries in connection with my application.

I understand that additional testing of job-related skills and drug screening may be required prior to employment. After a contingent job offer of employment, and prior to reporting to work. Depending on the needs of the job, I may be required to be examined by a medical professional designated by the City to determine my ability to perform the essential functions of the job, with or without reasonable accommodation.

In submitting this application, I understand that it becomes the property of the City of Johnson City and will not be returned or altered by the City staff. I hereby understand and acknowledge that, any employment relationship with the City is of an "at will" nature, which means any employee may be removed by the City Administrator at any time in accordance with applicable law and policies.

Print Name:

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Signature:

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Date:

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Please forward completed application form to:

The City of Johnson City  
Attn: City Secretary's Office  
303 E Pecan Street  
P.O. Box 369  
Johnson City, TX 78636

Resumes can be attached to the application form for additional information but cannot be substituted for the City Application form. The application must be completed in full.

An applicant is an individual who fully completes an employment application for a position that is currently open, and who meets the qualifications for the position. If your application does not meet the definition of an applicant it will not be considered.

The City will not accept applications for employment unless in response to a posted position.

The City of Johnson City is an equal opportunity employer. The City strives to comply with state and federal laws regarding discrimination based on race, creed, color, sex, religion, national origin, age, disability, veteran status or political affiliation. In addition, the City of Johnson City complies with all other state and local laws prohibiting discrimination in those areas where such laws apply. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of a job.

Any employee or applicant for employment who perceives that he/she has been treated discriminatorily on the grounds of race, color, religion, sex, age, national origin, disability, or veteran status should consult with or file a complaint with the City Secretary (830) 868-7111.