

**City of Sachse  
Employment Application  
5560 Highway 78, Sachse, TX 75048  
Phone: 972-495-1212 Fax: 469-429-4795**

Position desired \_\_\_\_\_

Please **Print or Type** all information. Omissions and/or false information are cause for rejection or dismissal.

Name (Last, First, MI, Maiden) \_\_\_\_\_

Address (# Street, City, State, Zip) \_\_\_\_\_

Home Telephone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

SSN\* \_\_\_\_\_ Do you have a valid Texas Driver's License? \_\_\_\_\_ Year Expires \_\_\_\_\_

Driver's License Number \_\_\_\_\_ Class \_\_\_\_\_ CDL Yes  No  State \_\_\_\_\_

Have you served in the Armed Forces or National Guard of the United States? \_\_\_\_\_ Branch? \_\_\_\_\_

Dates of Service: \_\_\_\_\_ to \_\_\_\_\_ Rank at Discharge \_\_\_\_\_ Type of Discharge \_\_\_\_\_

Have you been convicted, received probation or deferred adjudication when charged with a felony? \_\_\_\_\_

If "yes", date \_\_\_\_/\_\_\_\_/\_\_\_\_ City/State \_\_\_\_\_

Charge \_\_\_\_\_ Disposition \_\_\_\_\_  
(Punishment/Sentence)

Your educational record will be considered only to the extent that it is relevant to the position sought. High school diploma or GED and college transcript(s) may be required for verification of education prior to employment.

High School Graduate? \_\_\_\_\_ GED? \_\_\_\_\_ If GED, what agency? \_\_\_\_\_

Circle the highest grade completed:      Grade School      High School      College      Graduate School  
    1 2 3 4 5 6 7 8      9 10 11 12      1 2 3 4      1 2 3 4

Do you have a college degree? \_\_\_\_\_ Number of college hours if no degree \_\_\_\_\_

| Type of Education       | School or Agency Name and Address | Major/Minor Field Area of Study | Diploma or Degree | Dates Attended |
|-------------------------|-----------------------------------|---------------------------------|-------------------|----------------|
| High School Diploma/GED |                                   |                                 |                   | Not applicable |
| College                 |                                   |                                 |                   |                |
| Graduate School         |                                   |                                 |                   |                |
| Vocational or Other     |                                   |                                 |                   |                |

Please list any skills and licenses/certifications that you possess that may be required or useful in performing the essential functions of the job for which you are applying (i.e. computer skills, equipment operated, technical knowledge):

\_\_\_\_\_

\_\_\_\_\_

\*Privacy Act of 1974 Disclosure. **Authority:** Human Resources Department, City of Sachse. **Routine Uses:** The SSN is used to identify and track the applications. **Purpose:** Track of Employment Applications. **Disclosure:** Voluntary

## Employment History

List all jobs (including military service) beginning with your most recent employer. Attach additional sheets if necessary.

|  |
|--|
| Employer _____ From _____ To _____   |
| Address _____  |
| Telephone _____ Supervisor _____   |
| Position _____ Ending Salary _____   |
| Duties _____   |
| Full time <input type="checkbox"/> Part Time <input type="checkbox"/> Reason for leaving _____ |
| If still employed, may we contact this employer? _____   |
|  |
| Employer _____ From _____ To _____   |
| Address _____  |
| Telephone _____ Supervisor _____   |
| Position _____ Ending Salary _____   |
| Duties _____   |
| Full time <input type="checkbox"/> Part Time <input type="checkbox"/> Reason for leaving _____ |
|  |
| Employer _____ From _____ To _____   |
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|  |
| Employer _____ From _____ To _____   |
| Address _____  |
| Telephone _____ Supervisor _____   |
| Position _____ Ending Salary _____   |
| Duties _____   |
| Full time <input type="checkbox"/> Part Time <input type="checkbox"/> Reason for leaving _____ |

I have reviewed the minimum qualifications for the position for which I am applying. I am aware that this application may be subject to public disclosure unless an exception under the Texas Public Information Act is applicable.

I understand that neither this employment application nor any other document constitutes a contract of employment, and that any individual that is hired may voluntarily leave the employment of the City of Sachse at any time and may be terminated by the City of Sachse at any time with or without cause. I also understand that any oral or written statements to the contrary are expressly disavowed and should not be relied upon by any applicant or existing employee. I further understand that any salary, benefit or working condition (including hours worked and work schedule) in effect at the time of my application or employment may be changed or eliminated at any time at the discretion of the City of Sachse.

I certify that the statements made by me in this application are true, complete and correct to the best of my knowledge and are made by me in good faith. I understand that any misstatement or omission of material facts in this application (or any information I have submitted) may be cause for rejection of this application or for my dismissal. I authorize investigation of my work history, driving and credit records if necessary, educational history and contact with references and previous employers. I understand that any offer of employment is contingent on satisfactory completion of all pre-employment requirements.

I hereby release, indemnify and hold harmless any government entity, employer and person furnishing or receiving records and information about me.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

POSITION APPLYING FOR: \_\_\_\_\_

DATE: \_\_\_\_\_

**An Equal Opportunity Employer**

It is the policy of the City of Sachse not to discriminate in its employment or personnel practices on the basis of race, color, sex, religion, national origin, age, or disability.

This information will be used for applicant tracking (employment statistics) purposes only and will NOT be sent to the hiring supervisor or affect the selection decision. Providing this information is voluntary.

**EMPLOYMENT STATISTICS INFORMATION**

Social Security Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Birth date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Check the Appropriate Response:

- 1. Sex                    \_\_\_\_ Male (M)                    \_\_\_\_ Female (F)
- 2. Ethnicity:            \_\_\_\_ White (W)                    \_\_\_\_ Black (B)                    \_\_\_\_ Hispanic (H)  
                              \_\_\_\_ American Indian or  
                              Alaskan Native (I)                    \_\_\_\_ Asian or Pacific Islander (A)
- 3. Military Reserve or Veteran:            \_\_\_\_ Yes                    \_\_\_\_ No

How did you learn about this position? (Check One)

- Recruiting Agency                    \_\_\_\_\_
- Friend                                    \_\_\_\_\_
- Employee (Indicate whom)                    \_\_\_\_\_
- Walk-in                                    \_\_\_\_\_
- Job Line                                    \_\_\_\_\_
- Newspaper Ad (Indicate Paper)                    \_\_\_\_\_
- Journal Ad (Indicate Journal)                    \_\_\_\_\_
- Other (Please Specify)                    \_\_\_\_\_