

# City of Snyder

PO Box 1341, Snyder, Texas 79550-1341  
325/573-9362 325/515-5102 fax

## APPLICATION FOR EMPLOYMENT

**Instructions:** Please complete the application in full. Print or type **ALL** information. False information is cause for rejection or dismissal. Employment is subject to applicant's satisfying the City's requirements as to background, pre-employment testing, employment references, and post-offer pre-employment physical examination and drug screen. This application, along with any attachments becomes the property of The City of Snyder.

*All applicants meeting The City of Snyder's minimum qualifications will be considered for employment without regard to race, religion, sex, national origin, age, the presence of a non-job-related medical condition or disability, veteran's status, or citizenship.*

POSITION(S) APPLIED FOR

DATE OF APPLICATION

DATE YOU ARE AVAILABLE TO START WORK

DESIRED PAY

How did you learn about us?

\_\_\_\_ Advertisement      \_\_\_\_ Friend      \_\_\_\_ Walk-in      \_\_\_\_ City Employee  
\_\_\_\_ Employment Agency; which one? \_\_\_\_ Relative      \_\_\_\_ Other

Last Name

First Name

Middle Name

Address

Number

Street

City

State

Zip Code

Home Telephone Number

Work or Message Phone

Have you ever filed an application with us before?      \_\_\_\_ Yes      \_\_\_\_ No      When? \_\_\_\_

Have you ever been employed with us before?      \_\_\_\_ Yes      \_\_\_\_ No  
Department \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
Dates of Employment: Starting \_\_\_\_\_ Ending \_\_\_\_\_

Are you currently on "LAY-OFF" status and subject to recall?      \_\_\_\_ Yes      \_\_\_\_ No

Can you travel if a job requires it?      \_\_\_\_ Yes      \_\_\_\_ No

Place an "X" next to any of the following that you are **UNABLE OR UNWILLING TO WORK:**  
TEMPORARY    EVENINGS    DEEP-NIGHTS    WEEKENDS    HOLIDAYS    FULL-TIME    PART-TIME  
ON-CALL    OVERTIME

Do you or your spouse have any friends or relatives that currently work for The City of Snyder?

\_\_\_\_ Yes      \_\_\_\_ No      IF YES, PLEASE GIVE THEIR: NAME \_\_\_\_\_  
DEPARTMENT \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

Are you currently employed?      \_\_\_\_ Yes      \_\_\_\_ No      Employer: \_\_\_\_\_

May we contact your present employer?      \_\_\_\_ Yes      \_\_\_\_ No

Are you legally authorized to work in the United States?      \_\_\_\_ Yes      \_\_\_\_ No  
Are you at least 18 years of age?      \_\_\_\_ Yes      \_\_\_\_ No  
IF NO, Can you provide required proof of eligibility to work?      \_\_\_\_ Yes      \_\_\_\_ No

## Education

### High School

What is the last grade you completed? 6 7 8 9 10 11 12

Did you Graduate? Yes No

Did you get a GED? Yes No

### College

What is the last year you completed? 1 2 3 4

Did you Graduate? Yes No

Degree \_\_\_\_\_

### Business or Trade School

List any training you have had in business or trade school below:

\_\_\_\_\_  
\_\_\_\_\_

Do you have any special skills that apply to this job? If so, please list them below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Military

Have you ever served in the U.S. Armed Forces?

Yes

No

What type of discharge did you receive? \_\_\_\_\_

List job-related experience: \_\_\_\_\_

Are you presently a member of a Military Reserve Unit?

Yes

No

## Other

Do you speak, read, or write any foreign languages?

Yes

No

If yes, please indicate which language: \_\_\_\_\_

Are you physically or otherwise able to perform the essential duties of the job for which you are apply with or without accommodation?

Yes

No

## References

Please give the name, address, and telephone number of at least three (3) references that are not related to you and are not previous employers:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Instructions: List below present and past employment, beginning with your most recent employer. Complete **ALL** blanks. Please print or type. Describe all job duties performed which demonstrate your qualifications for the position for which you are applying. **BE ADVISED THAT A RESUME IS NOT A SUBSTITUTE FOR THE INFORMATION REQUESTED BELOW.** A resume can be attached as a supplement to the information given below. Failure to provide the information may result in disqualification from active consideration.

## Employment Experience

Most Recent Employer: \_\_\_\_\_ Starting Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Ending Date: \_\_\_\_\_  
\_\_\_\_\_  
CITY STATE ZIP  
Name of Immediate Supervisor: \_\_\_\_\_ Starting Salary: \_\_\_\_\_  
Your Position: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_ May we contact? \_\_\_\_\_  
Describe all duties performed in this position, especially those that demonstrate your qualifications for the position for which you are currently applying. Please be specific: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Next Previous Employer: \_\_\_\_\_ Starting Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Ending Date: \_\_\_\_\_  
\_\_\_\_\_  
CITY STATE ZIP  
Name of Immediate Supervisor: \_\_\_\_\_ Starting Salary: \_\_\_\_\_  
Your Position: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Describe all duties performed in this position, especially those that demonstrate your qualifications for the position for which you are currently applying. Please be specific: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Next Previous Employer: \_\_\_\_\_ Starting Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Ending Date: \_\_\_\_\_  
\_\_\_\_\_  
CITY STATE ZIP  
Name of Immediate Supervisor: \_\_\_\_\_ Starting Salary: \_\_\_\_\_  
Your Position: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Describe all duties performed in this position, especially those that demonstrate your qualifications for the position for which you are currently applying. Please be specific: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Next Previous Employer: _____	Starting Date: _____
Address: _____ Phone: _____	Ending Date: _____
_____ CITY _____ STATE _____ ZIP	
Name of Immediate Supervisor: _____	Starting Salary: _____
Your Position: _____	Ending Salary: _____
Reason for Leaving: _____	
Describe all duties performed in this position, especially those that demonstrate your qualifications for the position for which you are currently applying. Please be specific: _____	
_____	
_____	

Next Previous Employer: _____	Starting Date: _____
Address: _____ Phone: _____	Ending Date: _____
_____ CITY _____ STATE _____ ZIP	
Name of Immediate Supervisor: _____	Starting Salary: _____
Your Position: _____	Ending Salary: _____
Reason for Leaving: _____	
Describe all duties performed in this position, especially those that demonstrate your qualifications for the position for which you are currently applying. Please be specific: _____	
_____	
_____	

Next Previous Employer: _____	Starting Date: _____
Address: _____ Phone: _____	Ending Date: _____
_____ CITY _____ STATE _____ ZIP	
Name of Immediate Supervisor: _____	Starting Salary: _____
Your Position: _____	Ending Salary: _____
Reason for Leaving: _____	
Describe all duties performed in this position, especially those that demonstrate your qualifications for the position for which you are currently applying. Please be specific: _____	
_____	
_____	

Explain in detail any time lapses in the above record due to unemployment or other reasons:

_____
_____

Name \_\_\_\_\_

Do you have a current and valid Texas Driver's License? \_\_\_\_\_ Yes \_\_\_\_\_ No

Driver's License # \_\_\_\_\_ State of Issue \_\_\_\_\_ Expiration Date \_\_\_\_\_

License Type: Operator \_\_\_\_\_ Commercial \_\_\_\_\_

License Class: A \_\_\_\_\_ B \_\_\_\_\_ C \_\_\_\_\_ Other \_\_\_\_\_

1. Have you ever had your license suspended, revoked, placed on probation  
or denied insurance? \_\_\_\_\_ Yes \_\_\_\_\_ No

2. What is the number of traffic citations you have received in the last five years? \_\_\_\_\_

**IMPORTANT – PLEASE READ**

I understand that all information submitted and considered is subject to verification. I understand and hereby authorize and give permission for The City of Snyder to conduct verification and/or investigations including but not limited to criminal history, driving record, character, employment history, reputation, and any other job-related investigations that are necessary to determine my qualifications for employment. I authorize the schools, persons, previous employers and other organizations to provide The City of Snyder with any and all information about me. I hereby 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 about me. This is a full liability release, which I am providing to both The City of Snyder and any and all previous employers, for any information that is needed or requested for consideration of employment either now, or in the future.

I understand that if I am offered employment with The City of Snyder, I will be required to take a post-offer physical examination and drug test. Any final offer of employment that I may receive will be considered upon the results of the post-offer physical exam. In addition, any positive results of the post-offer drug test will disqualify me from employment. I also understand that if I become employed with The City of Snyder, I will be required to comply with the company's drug testing program.

I understand that I am required to abide by all rules and regulations of The City of Snyder. The City of Snyder shall have the right to amend, modify, or revoke its rules and regulations at any time. I will familiarize myself promptly with such rules and regulations now or hereafter in effect.

In consideration of my employment, I agree to conform to the rules and regulations of The City of Snyder and my employment and compensation can be terminated with or without cause and with or without notice, at any time, at the option of The City of Snyder or myself. I understand that no employee or officer of the company has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing.

I certify that all statements and answers to all questions in this application are true, complete, and accurate, and are made in good faith.

**I understand that falsification of any answers I have given will have serious consequences, including disqualification for employment and/or termination of employment without right of appeal.**

My employment shall be in accordance with the terms of this application, company rules and regulations, and any amendments thereto. The City of Snyder shall have the right to amend, modify, or revoke its rules and regulations at any time. I will familiarize myself promptly with such rules and regulations now or hereafter in effect.

I have read and understand all sections of the above notice and agree to them without exception. Failure to sign this application shall result in an incomplete and disqualified application.

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

**FAILURE TO SIGN WILL RESULT IN AN INCOMPLETE APPLICATION.**

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

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

The following information is requested for **personnel use only**.

**INSTRUCTIONS:** Answer **all** questions. Omitted questions will be grounds for disqualification of your application. Falsification of information is grounds for disqualification of your application or immediate termination of employment. All certification statements agreed to on the general City of Snyder application apply to information given here.

WITHIN THE LAST FIVE (5) YEARS, HAVE YOU EVER BEEN DISCHARGED OR DISCIPLINED BY AN EMPLOYER FOR:

TARDINESS	YES	NO	DISCHARGED	DISCIPLINED	EMPLOYER _____
JOB ABANDONMENT	YES	NO	DISCHARGED	DISCIPLINED	EMPLOYER _____
OTHER ATTENDANCE RELATED PROBLEMS	YES	NO	DISCHARGED	DISCIPLINED	EMPLOYER _____
FIGHTING	YES	NO	DISCHARGED	DISCIPLINED	EMPLOYER _____
ASSAULT	YES	NO	DISCHARGED	DISCIPLINED	EMPLOYER _____
INSUBORDINATION	YES	NO	DISCHARGED	DISCIPLINED	EMPLOYER _____
VIOLATION OF SAFETY RULES	YES	NO	DISCHARGED	DISCIPLINED	EMPLOYER _____

EXPLAIN ANY "YES" RESPONSES GIVEN ABOVE: \_\_\_\_\_

HAVE YOU EVER BEEN DISCIPLINED OR DISCHARGED BY AN EMPLOYER

FOR: THEFT	YES	NO	DISCHARGED	DISCIPLINED	EMPLOYER _____
BEING UNDER THE INFLUENCE OF ALCOHOL OR DRUGS	YES	NO	DISCHARGED	DISCIPLINED	EMPLOYER _____
POSSESSION OF ALCOHOL OR DRUGS AT WORK	YES	NO	DISCHARGED	DISCIPLINED	EMPLOYER _____
SALE OF ALCOHOL OR DRUGS AT WORK	YES	NO	DISCHARGED	DISCIPLINED	EMPLOYER _____
UNAUTHORIZED REMOVAL OF EMPLOYER'S PROPERTY	YES	NO	DISCHARGED	DISCIPLINED	EMPLOYER _____
FALSIFYING EMPLOYMENT, EDUCATION, AND/OR APPLICATION INFORMATION, SEXUAL HARRASSMENT OR SEXUAL MISCONDUCT	YES	NO	DISCHARGED	DISCIPLINED	EMPLOYER _____

HAVE YOU EVER BEEN DISCHARGED (FIRED) FROM A JOB? YES NO EMPLOYER \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF ANY MISDEMEANOR OR  
FELONY EXCLUDING MINOR TRAFFIC OFFENSES? YES NO

HAVE YOU EVER BEEN PLACED ON DEFERRED ADJUDICATION,  
DEFERRED PROBATION, OR DEFERRED PROSECUTION? YES NO

ARE YOU CURRENTLY ON PROBATION OR COMMUNITY SUPERVISION? YES NO

HAVE YOU EVER TESTED POSITIVE FOR  
A CONTROLLED SUBSTANCE IN THE LAST TWO YEARS? YES NO

HAVE YOU EVER REFUSED A REQUIRED TEST FOR DRUGS OR  
ALCOHOL IN THE LAST TWO YEARS? YES NO

EXPLAIN ANY "YES" RESPONSES GIVEN ABOVE AND GIVE DATES OF SAME. CONVICTION INFORMATION SHOULD INCLUDE  
STATE, COUNTY AND DATE OF OCCURRENCE: \_\_\_\_\_



## DISCLOSURE AND AUTHORIZATION – EMPLOYMENT OR VOLUNTEER

In connection with my application for employment (including contract or volunteer services) with the City of Snyder, consumer reports will be requested. These reports may include the following types of information as applicable: names and dates of previous employers, reason for termination of employment, work experience, reasons for termination of tenancy, former landlords, education, accidents, licensure, credit, drug screen, DOT history, etc. I further understand that such reports may contain public record information such as, but not limited to: my driving record, workers' compensation claims, credit, judgments, bankruptcy proceedings, eviction's, criminal records, etc., from federal, state and other agencies that maintain such records.

In addition, investigative consumer reports gathered from personal interviews with former employers or landlords, past or current neighbors and associates of mine, etc. to gather information regarding my work or tenant performance, character, general reputation and personal characteristics and mode of living (lifestyle) may be obtained.

### **I AUTHORIZE, WITHOUT RESERVATION, ANY PARTY OR AGENCY CONTACTED BY THE CONSUMER REPORTING AGENCY TO OBTAIN AND FURNISH THE ABOVE-MENTIONED INFORMATION.**

I have the right to make a request to the consumer reporting agency: First Check Applicant Screening, P.O. Box 92033, Southlake, TX 76092, telephone number (888) 588-2525, upon proper identification, to request the nature and substance of all information in its files on me at the time of my request, including the sources of information and the agency, on our behalf, will provide a complete and accurate disclosure of the nature and scope of the investigation covered by any consumer report(s); and the recipients of any reports on me which the agency has previously furnished within the two year period for employment requests, and one year for other purposes preceding my request. I hereby consent to your obtaining the above information from the agency.

**I HEREBY AUTHORIZE PROCUREMENT OF CONSUMER REPORT(S) AND INVESTIGATIVE CONSUMER REPORT(S).** If hired, contracted or accepted for "employment", this authorization shall remain on file and shall serve as ongoing authorization for you to procure consumer reports at any time during my employment (or contract/volunteer) period.

☐ California, Minnesota and Oklahoma Applicants only: Check box if you request a copy of any consumer report ordered on you.

I acknowledge that I have been provided a copy of consumer's rights under the Fair Credit Reporting Act.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### **The following information is being requested in order to conduct a background check on you:**

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

Other names you have used: \_\_\_\_\_

Mailing Address 1: \_\_\_\_\_

Mailing Address 2: \_\_\_\_\_

Email Address (if you wish to be contacted this way): \_\_\_\_\_

Social Security No.: \_\_\_\_\_; Date of Birth: \_\_\_\_\_

Drivers License No.: \_\_\_\_\_; State of Issue: \_\_\_\_\_

May we contact your current employer? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ N/A

*Para información en español, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.*

## **A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.



- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:**

<b>TYPE OF BUSINESS:</b>	<b>CONTACT:</b>
1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates	a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552
b. Such affiliates that are not banks, savings associations, or credit unions also should list,	b. Federal Trade Commission: Consumer Response Center – FCRA

in addition to the CFPB:	Washington, DC 20580 (877) 382-4357
2. To the extent not included in item 1 above:	
a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks	a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050
b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act	b. Federal Reserve Consumer Help Center P.O. Box. 1200 Minneapolis, MN 55480
c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations	c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106
d. Federal Credit Unions	d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590
4. Creditors Subject to the Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423
5. Creditors Subject to the Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., 8 <sup>th</sup> Floor Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F Street, N.E.

	Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates <u>or</u> Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357