



HUMAN RESOURCES  
 1000 Highland Village Road  
 Highland Village, TX 75077  
 972-899-5087 F 972-966-2178  
 www.highlandvillage.org

## CITY OF HIGHLAND VILLAGE EMPLOYMENT APPLICATION

**Submit Application:** [humanresources@highlandvillage.org](mailto:humanresources@highlandvillage.org) or Fax to 972-966-2178

***An Equal Opportunity Employer***

It is the policy of the City of Highland Village not to discriminate in its employment/volunteer selection or personnel practices on the basis of race, color, sex, religion, national origin, age, veteran status or disability.

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

YOUR COMPLETE NAME: (Please Print)

Last	First	Middle Initial	Email Address
Street Address			_( ) _____
City, State, Zip Code			Primary Telephone#
			_( ) _____
			Alternate Telephone #

Do you have a Drivers License?  Yes  No

Do you have proof of your legal right to work in the US?  Yes  No

Have you ever filed an application with us before?  Yes  No If yes, when? \_\_\_\_\_

Have you ever been employed with us before?  Yes  No If yes, when? \_\_\_\_\_

How did you hear about this job posting? \_\_\_\_\_

**Education and Experience**

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 selection.

Do you have a high school diploma or GED?  Yes  No

Type of Education	School Name and Address	Area of Study: Major/Minor	Diploma or Degree	Dates Attended
Vocational/Trade School				
Undergraduate Studies				
Graduate Studies				
Other				



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Please list any licenses/certifications/registrations/etc. that you have been awarded or have obtained that pertains to the position for which you are applying:

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Please list any skills that you possess that may be useful in performing the essential functions for the position (i.e. computer skills, typing skills, professional skills, etc. - be specific):

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### **Background**

Have you ever been convicted of a criminal offense including guilty and nolo contendere pleas?

Yes  No

If yes, please explain the nature of the conviction and date. Failure to answer may result in your application being rejected.

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NOTE: A prior conviction will not automatically exclude you from selection, but not disclosing the nature and dates on the application could disqualify you from the position you are applying.

### **Employment:**

List all employment/volunteer work experienced for at least the past ten years, including any type of military service. Begin with the most recent organization and work back to state any previous jobs, in chronological order. To add more positions, continue on a blank sheet of paper. Experience more than ten years ago should be included if pertinent to what you are applying for.

**ORGANIZATION:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

**Dates of Employment:** \_\_\_\_\_ **Salary:** \$ \_\_\_\_\_

May we contact this Employer?  Yes  No

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

**Supervisor:** \_\_\_\_\_ **Phone:** (\_\_\_\_\_) \_\_\_\_\_

**Duties:** \_\_\_\_\_

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



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**ORGANIZATION:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

**Dates of Employment:** \_\_\_\_\_ **Salary:** \$ \_\_\_\_\_

May we contact this Employer?  Yes  No

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

**Supervisor:** \_\_\_\_\_ **Phone:** (\_\_\_\_\_) \_\_\_\_\_

**Duties:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

**ORGANIZATION:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

**Dates of Employment:** \_\_\_\_\_ **Salary:** \$ \_\_\_\_\_

May we contact this Employer?  Yes  No

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

**Supervisor:** \_\_\_\_\_ **Phone:** (\_\_\_\_\_) \_\_\_\_\_

**Duties:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

**ORGANIZATION:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

**Dates of Employment:** \_\_\_\_\_ **Salary:** \$ \_\_\_\_\_

May we contact this Employer?  Yes  No

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

**Supervisor:** \_\_\_\_\_ **Phone:** (\_\_\_\_\_) \_\_\_\_\_

**Duties:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

Please explain in detail any time (gaps in employment) not accounted for due to unemployment or other reasons.

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



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**PLEASE READ CAREFULLY BEFORE SIGNING**

## **PRE-EMPLOYMENT STATEMENT**

I hereby certify that every statement I have made 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 falsifications, misrepresentations or omissions of fact in this application may be grounds for not employing me or for dismissing me after I begin work, regardless of the time that elapses before such false information is discovered.

I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I also understand that I may be required to verify any and all information given on this application. I understand that I must notify the Human Resources Department of any changes in my name, address, or phone number.

I understand that consideration of my employment application is contingent upon the results of a reference and background check, and any offer may be contingent upon passing a medical examination and drug screen.

I understand and agree that employment is "at-will" and employment with the City of Highland Village is for no definite period of time, and that if selected by the City, either I or the City may terminate my employment status at any time, with or without notice and with or without cause, and that any conditions of employment can be changed at any time.

A photocopy of this authorization and any application document is as effective as the original.

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date

## **AUTHORIZATION FOR RELEASE OF PERSONAL DATA**

I, the undersigned, hereby authorize and request any present or former employer, educational institution, organization, law enforcement agency, financial institution, consumer reporting agency, or other persons having personal knowledge concerning my work record, school record, military record, reputation, or financial or credit status, to furnish the City of Highland Village and/or its representatives, with any and all information in their possession regarding these matters, in connection with an application for or retention of employment/volunteering. Furthermore, I hereby release from liability and hold harmless all persons, organizations, agencies or institutions supplying this information to the City of Highland Village and/or its representatives. A photocopy of this authorization is as effective as the original.

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date