

**CITY OF GRANGER**  
**APPLICATION FOR EMPLOYMENT**  
**-AN EQUAL OPPORTUNITY EMPLOYER-**

Applicants for employment shall be afforded equal opportunity in all aspects of employment without regard to race, color, religion, national origin, disability, gender or age.

**GENERAL INFORMATION:**

Position Applied For \_\_\_\_\_ SSN (Optional) \_\_\_\_\_  
Full Legal Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
Address \_\_\_\_\_ Work Phone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Cell Phone \_\_\_\_\_

**EDUCATION:**

Please circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 High School Graduate? \_\_\_ Yes \_\_\_ No

If you did not complete high school, do you have a GED? \_\_\_ Yes \_\_\_ No

Please list any post high school education below:

<b>Name of Institution:</b> _____	<b>Name of Institution:</b> _____
Location _____	Location _____
Hours _____ Degree Received _____	Hours _____ Degree Received _____
Major _____ Minor _____	Major _____ Minor _____

<b>Name of Institution:</b> _____	<b>Name of Institution:</b> _____
Location _____	Location _____
Hours _____ Degree Received _____	Hours _____ Degree Received _____
Major _____ Minor _____	Major _____ Minor _____

**EXPERIENCE:**

Start with your present or most recent job. Describe all paid work experience and be sure to emphasize the knowledge, skills, and abilities that best demonstrate your qualifications for this position. Resumes may be attached, but **PLEASE DO NOT WRITE "SEE RESUME."**

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

<b>Job Title</b> _____	Dates Employed (mo/yr) _____ to (mo/yr) _____
Employer _____	Hourly Rate/Salary (beg) _____ (end) _____
Address _____	Duties: _____
Supervisor _____	_____
Phone _____	_____
Reason for Leaving _____	_____

**Job Title** \_\_\_\_\_  
Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Phone \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

Dates Employed (mo/yr) \_\_\_\_\_ to (mo/yr) \_\_\_\_\_  
Hourly Rate/Salary (beg) \_\_\_\_\_ (end) \_\_\_\_\_  
Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Job Title** \_\_\_\_\_  
Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Phone \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

Dates Employed (mo/yr) \_\_\_\_\_ to (mo/yr) \_\_\_\_\_  
Hourly Rate/Salary (beg) \_\_\_\_\_ (end) \_\_\_\_\_  
Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Job Title** \_\_\_\_\_  
Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor \_\_\_\_\_  
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Dates Employed (mo/yr) \_\_\_\_\_ to (mo/yr) \_\_\_\_\_  
Hourly Rate/Salary (beg) \_\_\_\_\_ (end) \_\_\_\_\_  
Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Job Title** \_\_\_\_\_  
Employer \_\_\_\_\_  
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Dates Employed (mo/yr) \_\_\_\_\_ to (mo/yr) \_\_\_\_\_  
Hourly Rate/Salary (beg) \_\_\_\_\_ (end) \_\_\_\_\_  
Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Job Title** \_\_\_\_\_  
Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Phone \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

Dates Employed (mo/yr) \_\_\_\_\_ to (mo/yr) \_\_\_\_\_  
Hourly Rate/Salary (beg) \_\_\_\_\_ (end) \_\_\_\_\_  
Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SPECIAL SKILLS AND QUALIFICATIONS:** Summarize special skills or qualifications that are relevant to the position for which you are applying:

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List any equipment, office machines, personal computers (including software) that you can operate:

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Licenses (to include drivers), certificates, or other authorization to practice a trade or profession:

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**MISCELLANEOUS:** For purposes of compliance with the Immigration Reform and Control Act, are you eligible for employment in the United States: \_\_\_\_\_ Yes \_\_\_\_\_ No. Under the Act, you will be required to provide documentation of your eligibility should you be employed.

Have you ever been convicted of a law violation, excluding minor traffic violations? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, please provide date and explanation: \_\_\_\_\_

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Do you have relatives employed by the City of Granger? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please provide names and departments: \_\_\_\_\_

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If you indicated in the "Experience" section that you had any gaps in employment, were laid off, or were dismissed from a position, you may use this space to provide an explanation: \_\_\_\_\_

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Please list the date on which you can begin work \_\_\_\_\_

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**REFERENCES:** Please list the appropriate information for at least three references that are familiar with your background and not related to you through blood or marriage.

1) _____	_____	_____
Name and Address	Phone	Occupation
2) _____	_____	_____
Name and Address	Phone	Occupation
3) _____	_____	_____
Name and Address	Phone	Occupation

**APPLICANT'S STATEMENT (Please read carefully and sign below.)**

I hereby certify that the information provided is correct to the best of my knowledge. I understand that any false statements or information from me may void this application or subject me to discharge at any time after employment. I hereby authorize investigation regarding my suitability for employment, and I will not hold the City of Granger, employment references, or past or present employers liable for releasing or obtaining information in this process.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

Please return to Granger City Hall, P.O. Box 367, Granger, Texas 76530

## Authorization to Release Information

I hereby request and authorize you to furnish:

The **City of Granger** with any and all information they may request concerning my work record, education, training record, military record, financial status, criminal record, and general reputation. This authorization is specifically intended to include any and all information of a confidential or privileged nature as well as photocopies of such documents, if requested. The information will be used for the purpose of determining my eligibility for employment as a peace officer.

I hereby release you and your organization from liability which may or could result from furnishing the information requested above or from any subsequent use of such information in determining my qualification to serve with the City of Granger, Texas.

**APPLICANT  
SIGNATURE:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Before me, \_\_\_\_\_, a notary public, on this  
(Notary Public)

day personally appeared \_\_\_\_\_,  
(Applicant)

known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purposes and considerations therein expressed. Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for the State of Texas