

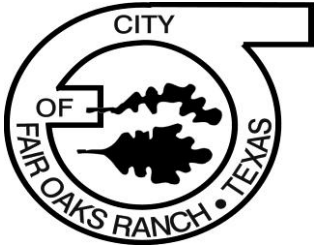
CITY OF FAIR OAKS RANCH EMPLOYMENT APPLICATION INFORMATION

Thank you for your interest in employment with the City of Fair Oaks Ranch. Before completing the Employment Application, please read this page to obtain employment application information.

The City of Fair Oaks Ranch is an equal opportunity employer and does not discriminate in its employment practices on the basis of race, color, sex, religion, national origin, age, disability or genetics. Reasonable accommodation of persons with disabilities will be made upon request.

The City of Fair Oaks Ranch expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.

- Applications are accepted for currently posted positions only. We do not accept unsolicited applications.
- A Separate application is required for each position applying for. Resumes will not be accepted in lieu of applications.
- All questions on employment application must be answered completely and accurately. Do not write see attached resume anywhere on the application. Any gaps in employment must be explained on your application.
- Background checks are conducted on selected candidates. Pre-job offer drug screening test and a post-hiring medical examination are also required. Conditional job offers are contingent upon satisfactory results.
- Only completed and signed application packets will be accepted.
- Employment Application and job description can be downloaded at www.fairoaksranchtx.org.
- Only candidates who have been interviewed for a position will be notified of the final results.
- Submit completed application packets to one of the following:
 - E-mail: hr@fairoaksranchtx.org
 - Or by mail
 - Address:
City of Fair Oaks Ranch
Attn: Human Resources
7286 Dietz Elkhorn Road
Fair Oaks Ranch, TX 78015



EMPLOYMENT APPLICATION CITY OF FAIR OAKS RANCH

Where Community Spirit Overflows!

www.fairoaksranchtx.org

AN EQUAL OPPORTUNITY EMPLOYER

Submit to:

7286 Dietz Elkhorn Road
Fair Oaks Ranch, TX 78015
Phone: 210-698-0900
Email:
hr@fairoaksranchtx.org

PERSONAL INFORMATION For HR/Date Rcvd

Last Name	First Name	Middle Initial	Position Applying For	Application Date
Home Phone Number	Cell Phone Number	On what date would you be available to work?	Are you available to work full-time? YES ____ NO ____	
Street Address		City /ST	Zip	Date Available
Are you legally authorized to work in the United States? YES ____ NO ____			Are you under 18 years of age? YES ____ NO ____	
Have you ever been fired? YES ____ NO ____			Can you travel if job requires it? YES ____ NO ____	
How did you hear about this position? ____ Newspaper ____ TML ____ Friend ____ Relative ____ Other				
If Other, please explain: _____				
Are you related by blood or marriage to any official or employee of the City of Fair Oaks Ranch? YES ____ NO ____				
If yes, list names and Relationships: _____				
Have you ever worked for the City of Fair Oaks Ranch? YES ____ NO ____				
If yes, list the department and dates: _____				
Have you been convicted of a felony, misdemeanor, or received deferred adjudication? YES ____ NO ____			If yes, please explain:	
Expected Rate \$ _____ per _____ (hour, week, month, or year)		Have you ever filed out an application with us before? YES ____ NO ____ If Yes, please give date: _____		

EMPLOYMENT EXPERIENCE

Start with your present or most recent employment and include last ten years of employment. Summarize experience including technical, supervisory and managerial responsibilities, indicating the number of employees you supervised, if applicable. If you need additional space, you may attach an additional page. Indicate periods of unemployment gaps in excess of ninety (90) days.

EMPLOYER		SUMMARY OF JOB DUTIES	DATES OF EMPLOYMENT	
ADDRESS			From	To
PHONE NUMBER				
JOB TITLE			PAY	
SUPERVISOR			REASON FOR LEAVING	
MAY WE CONTACT	YES ____ NO ____			
EMPLOYER		SUMMARY OF JOB DUTIES	DATES OF EMPLOYMENT	
ADDRESS			From	To
PHONE NUMBER				
JOB TITLE			PAY	
SUPERVISOR			REASON FOR LEAVING	
MAY WE CONTACT	YES ____ NO ____			

EMPLOYER		SUMMARY OF JOB DUTIES	DATES OF EMPLOYMENT				
ADDRESS			From	To			
PHONE NUMBER							
JOB TITLE			PAY				
SUPERVISOR			REASON FOR LEAVING				
MAY WE CONTACT	YES _____ NO _____						
EDUCATION							
	Name/City & State	Last Year Complete		Degree	Major/Minor		
High School		9	10	11	12		
College/University		1	2	3	4		
Technical/Vocational							
Other							
Explain any gaps in employment, referring to the dates:							
Describe job-related experiences, special skills, training, certification(s), and license(s) acquired:							
REFERENCES - please do not list relatives or employers							
	Reference 1	Reference 2	Reference 3				
Name							
Address							
Telephone							
Years Known							

AUTHORIZATION AND AGREEMENT

I certify that the information given by me in the application is true in all respects, and I agree that if the information given is found to be false in any way, it shall be considered sufficient grounds for denial of employment or discharge. I authorize the use of any information in this application to verify my statements, and I authorize my past employers, all references and any other person to answer all questions asked concerning my ability, character, reputation and previous employment record. I release all such persons from any liability or damages on account of having finished such information.

I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between the City of Fair Oaks Ranch and me for either employment, or for the providing of any benefit. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the City of Fair Oaks Ranch unless made in writing. If an employment relationship is established, I understand that I have the right to terminate my employment at any time and the City of Fair Oaks Ranch retains the same right.

I authorize the City of Fair Oaks Ranch to contact persons, including but not limited to, my present and previous employer, schools I attended and personal reference I have listed and to make any investigations of my employment background for the purposes of evaluating my qualifications for employment.

I authorize the City of Fair Oaks Ranch to make any investigation of my personal history and financial credit record, including any criminal history, through any investigation agencies or bureaus.

In the event I have a disability that will affect my ability to take these tests, I will inform the City of Fair Oaks Ranch prior to the administration of the tests so that a reasonable accommodation can be made. The City of Fair Oaks Ranch reserves the right to require medical documentation concerning the need for accommodation.

I agree to submit to the required pre-test for use of illegal drugs and a medical examination, post-offer. I authorize any physician or medical facility to release any information that may be necessary to determine my ability to perform the duties of the position I may be offered.

I understand I will be required to provide documentation to establish both my identity and my right to work in the United States.

I have read and understand the above and acknowledge and accept the above.

Signature of Applicant

Date