

THE CITY OF MOULTON

APPLICATION FOR EMPLOYMENT

SELECTION CRITERIA: To be hired by this company you must be qualified and able to do all essential functions of the job; references must be favorable; job history (as stated on this application) must be verifiable; former employers must confirm your experience, skills and dependability; you must be truthful on the application and in the interviews conducted by and for this company and all such information must be verifiable; driving and credit history must be acceptable; you must pass required medical and drug testing; any claims for monetary damages you have made while represented by an attorney must be deemed reasonable and justifiable; you must be truthful in any "post" job offer inquiries about your health, worker's compensation history and medical suitability for this job; and you must be able to meet all selection standards mandated by law.

APPLICANTS ARE CONSIDERED FOR ALL POSITIONS WITHOUT REGARD TO RACE, RELIGION, SEX, NATIONAL ORIGIN, AGE, MARITAL OR VETERAN STATUS, THE PRESENCE OF A NON-JOB-RELATED MEDICAL CONDITION OR DISABILITY, OR ANY OTHER LEGALLY PROTECTED STATUS.

NO APPLICATION WILL BE CONSIDERED UNLESS ALL INFORMATION REQUESTED ON THIS FORM IS COMPLETED IN FULL.

PERSONAL INFORMATION – PRINT IN BLOCK, CAPITAL LETTERS

FIRST NAME _____ MIDDLE NAME _____ LAST NAME _____

ADDRESS _____ CITY/STATE/ZIP _____ PHONE NUMBER _____

Position Applied for: _____

Emergency Telephone #/Contact Person: _____

Have you ever been employed by or applied for work at this company? Yes No

Do any of your family members currently work for this company? Yes No If yes, list _____

Highest level of education completed? _____ Where and When? _____

Have you ever been convicted of any criminal offense (misdemeanor or felony)? Yes No

List year, charge and outcome of each offense:

Have you ever plead guilty or nolo contendere (no contest) to a criminal charge in order to qualify for deferred adjudication?

Yes No If yes, list.

Have you ever been on any type of probation as a result of a criminal charge? Yes No If yes, list.

If you are currently charged with a criminal offense and awaiting trial please explain:

Has your driver's license ever been suspended? Yes No If yes, list.

Have you ever been charged with DWI or DUI? Yes No If yes, list.

List tickets (moving violations) received in the past 3 years.

List all vehicular accidents in the last 3 years.

Have you ever used an attorney to handle a claim, seek monetary damages or file a lawsuit? Yes No

If yes, list all such occasions and explain.

Please turn to following pages and list all jobs as instructed.

Please list LAST 5 JOBS, beginning with your present or last employer. Account for ALL time periods, including UNEMPLOYMENT, SELF-EMPLOYMENT, and U.S. MILITARY SERVICE. If space is insufficient to go back seven (7) years, use an additional sheet of paper. Include part-time and temporary jobs.

EMPLOYERS

1. Employer		Dates From	Position Held:
Address		From Month _____ Year _____	Phone# () -
City	State	To Month _____ Year _____	Supervisor:
Reason For Leaving:			

2. Employer		Dates From	Position Held:
Address		From Month _____ Year _____	Phone# () -
City	State	To Month _____ Year _____	Supervisor:
Reason For Leaving:			

3. Employer		Dates From	Position Held:
Address		From Month _____ Year _____	Phone# () -
City	State	To Month _____ Year _____	Supervisor:
Reason For Leaving:			

4. Employer		Dates From	Position Held:
Address		From Month _____ Year _____	Phone# () -
City	State	To Month _____ Year _____	Supervisor:
Reason For Leaving:			

5. Employer		Dates From	Position Held:
Address		From Month _____ Year _____	Phone# () -
City	State	To Month _____ Year _____	Supervisor:
Reason For Leaving:			

APPLICANT AGREEMENT: In order for the selection criteria of THE CITY OF MOULTON to be satisfied, I authorize and request inquiries by The Cole Group to verify my job history, medical history, workers' compensation claims, education, credit history, involvement in prior litigation and criminal court records. I hereby release from liability and hold harmless: The Cole Group, THE CITY OF MOULTON, and any contributing firm, individual, organization, or records depository and all of their officers, employees and agents. I specifically authorize the release of all records from The Cole Group, former employers (including payroll/attendance information), insurance companies, United States District Courts, County and State District Court, Industrial Accident Boards, hospitals (and/or) attending physicians and therapists, Department of Public Safety (State Police), Federal Agencies and Credit Reporting Firms. If employment has been offered, I understand that it is temporary and conditional until all information is verified, and that misstatements or omissions of fact shall be cause for immediate dismissal or withdrawal of the conditional offer. Notice: If The Cole Group processes this application and you are not offered employment, you may write to The Cole Group at 5151 Katy Freeway, Suite 204, Houston, Texas 77007 and request the nature of any adverse information in the report. I understand that my employment is for no certain period of time and that I can be terminated from, or quit this job, without notice being given by either party. I agree to comply with all rules of this company if hired, including its policies of drug and alcohol testing.

Signature

Date

To establish that I meet the above referenced qualification requirements for employment with THE CITY OF MOULTON I voluntarily provide the below information: (PRINT IN CAPITAL BLOCK LETTERS)

List any other last names you have ever used (maiden/former married) and the specific years used. _____

Date of Birth: _____ Social Security Number _____

Driver's License Number _____ State _____

City/State of residence and the specific years lived there since the age 18:

City	State	From	To
_____	_____	_____	Present
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____