

APPLICATION FOR EMPLOYMENT

CITY OF RICHLAND

103 W Main Street, Richland, Texas 76681 | (903) 362-3707

PLEASE READ INSTRUCTIONS:

Fill in the blanks as accurately and neatly as possible. To be considered for a position, you must meet the minimum job requirements as shown in the "Job Announcement". The City of Richland is an equal employment opportunity employer and employment is based on qualification for the position regardless of race, age, color, sex, religion, national origin, citizenship or disability. All applicants will be subject to work history investigations and checked for valid driver licenses and safe driving history. All jobs require the applicant to pass a criminal history check, thorough background investigation, work fitness physical and, in most cases, drug screening. The City of Richland is a drug-free workplace and does participate in controlled substance testing. Employment is contingent upon verification of citizenship/immigration status, as required by the Immigration Reform and Control Act of 1986 ("IRCA").

SUBMIT THIS APPLICATION TO: APPLY@RPDTX.ORG

1. TITLE OF JOB FOR WHICH YOU ARE APPLYING:

2. NAME:

FIRST

MIDDLE

LAST

3. DATE OF APPLICATION:

4. ADDRESS:

5. TELEPHONE:

MOBILE

HOME

WORK

6. ARE YOU EIGHTEEN YEARS OF AGE OR OLDER? Yes No

City of Richland Employment Application

7. CHECK ALL TYPES OF WORK THAT YOU WILL ACCEPT:

- Regular Full-Time Daytime
 Temporary Part-Time Evenings
 Shift Work Weekends Holidays

8. DATE AVAILABLE TO WORK: _____

9. HIGHEST EDUCATION LEVEL:

- Grade School GED Attended High School
 High School Diploma Attended College Associate's Degree
 Bachelor's Degree Master's Degree JD/MD

10. COLLEGE DEGREE OF STUDY, IF APPLICABLE:

11. **WORK HISTORY**

Start with your present or most recent job. Include military service. Use additional employment experience sheets if necessary. Employment history over 10 years ago may be omitted if inapplicable to the job you are now seeking.

May we contact your present employer? Yes No

PRESENT OR MOST RECENT JOB

Employer	Address		Phone
Dates Employed	Job Title	Supervisor	Nature of Business
From	To		
Starting Salary	Present or Final Salary		Reason For Leaving
Duties	Tools, machinery, equipment used		

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Employer	Address	Phone	
Dates Employed	Job Title	Supervisor	Nature of Business
From	To		
Starting Salary	Present or Final Salary	Reason For Leaving	
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12. Please explain in detail any time lapses in the above record due to unemployment or other reasons.

13. Do you have a valid Texas driver license? Yes No
14. Has your license ever been suspended? Yes No

If yes, please explain:

15. Number of traffic violations received during the last three years: _____

16. Have you been fired or asked to resign from a job within the last five years?

Yes No

17. Have you ever been convicted of or accepted deferred adjudication for a crime (misdemeanor or felony)? A criminal record will not necessarily disqualify you from employment. Your case will be considered in relationship to the requirements of the particular job.

Yes No

18. Are you currently employed or have ever been employed by the City of Richland?

Yes No

19. Do you or does anyone in your household have relatives currently working for or holding any elected position in the City of Richland?

Yes No

If you answered "Yes" to Questions 16-19, please explain in detail:

20. SPECIAL QUALIFICATIONS AND SKILLS

Please list any qualifications and/or skills you possess which are required for the job as stated in the official announcement of vacancy, which may not have been demonstrated or displayed in previous employment. You may also utilize this space to show professional registrations or licensing as well as any other information about yourself that is directly related to the job vacancy. You may include military service or training.

21. REFERENCES

Please list three (3) personal references, excluding relatives and former employers.

NAME	PHONE NUMBER	E-MAIL ADDRESS	YEARS KNOWN

I certify that the statements made by me in the above employment record are true, complete and correct to the best of my knowledge and are made in good faith. I understand that any false statement, misstatement or omission of material facts may be cause for my termination from employment or consideration thereof.

Signature

Date

The City of Richland does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service or other non-merit factor.

The City of Richland does not discriminate on the basis of disability in its programs, services, activities, pre-employment or employment practices. In the event a pre-employment test is required for the job for which you are applying, you may notify the City Secretary at the time you submit this application for any required accommodations.

THE CITY OF RICHLAND IS AN EQUAL OPPORTUNITY EMPLOYER

EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE CITY OF RICHLAND

TO THE APPLICANT:

It is the City of Richland's policy to provide equal employment opportunities to all applicants. The City is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. To comply with these laws, the employer invites employees and applicants to voluntarily self-identify their race and ethnicity.

Completion of this form is voluntary and will not affect your opportunity for employment, or the terms or conditions of your employment. This form will be used for federal and state reporting purposes only and will be kept separate from all other personnel records only accessed by the Human Resources department.

If you choose not to self-identify your race/ethnicity at this time, the federal government requires the City of Richland to determine this information by visual survey and/or other available information.

This data is for periodic government reporting and will be kept in a confidential file separate from the ***Application for Employment***.

Date	Position(s) Applied For	
Referral Source:	<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend
	<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative
	<input type="checkbox"/> Walk-In	<input type="checkbox"/> Employee Referral
	<input type="checkbox"/> City Website	<input type="checkbox"/> Social Media

ETHNICITY:

- I am not Hispanic or Latino.
- I am Hispanic or Latino; a person of Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race.

City of Richland Equal Opportunity Questionnaire

RACE: (Please check all that apply)

- White:** A person having origins in any of the original peoples of Europe, North Africa or the Middle East.
- Black or African American:** A person having origins in any of the Black racial groups of Africa.
- American Indian/Alaskan Native:** A person having origins in any of the original peoples of North America and South America (including Central America) and who maintains tribal affiliation or community attachment.
- Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.

VETERAN STATUS:

- No, I am not a veteran.
- Yes, I am a veteran as defined:

Served on active duty for a period of more than 180 days, and any part of which occurred between August 5, 1964 and May 7, 1975 and were discharged or released other than dishonorably;

Was discharged or released from active duty for a service-connected disability if any part of the active duty was performed between August 5, 1964 and May 7, 1975;

Served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized (such as The Persian Gulf, El Salvador, Grenada, Lebanon, Panama, Southwest Asia, Haiti, Somalia & Bosnia);

Served on active duty in the U.S. military, ground, naval or air service during the one-year period beginning on the date of discharge or release from active duty (recently separated veteran)

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