



**TOWN OF
PROVIDENCE
VILLAGE**

1745 F.M. 2931 / P.O. Box 838
Providence Village, Texas 76227
(940) 365-9333 / (940) 365-9373 (fax)

**TOWN OF PROVIDENCE VILLAGE
EMPLOYMENT APPLICATION**

1745 F.M. 2931
Providence Village, Texas 76227
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www.townofprovidencevillage.com



POSITION APPLIED FOR: _____

DATE AVAILABLE TO REPORT FOR DUTY: _____

PERSONAL DATA

NAME: _____ SS#: _____
Last First M

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

HOME PHONE: (____) _____ WORK PHONE: (____) _____

OTHER NAMES USED: _____
Maiden, Adoption, Nicknames, Etc.

NAME BY WHICH YOU PREFER TO BE ADDRESSED: _____

DRIVER'S LICENSE: NUMBER: _____ EXPIRATION DATE: _____

STATE OF ISSUE: _____ TYPE OF LICENSE: ___ CLASS A ___ CLASS B ___ CLASS C

EDUCATION AND TRAINING

WHAT IS YOUR HIGHEST GRADE COMPLETED? _____

EDUCATIONAL HISTORY:

HIGH SCHOOL		DATES ATTENDED	GRADUATED
ATTENDED	CITY & STATE	FROM TO	YES OR NO

NOTES: _____



COLLEGE OR UNIVERSITY	CITY & STATE	DATES ATTENDED		UNITS COMPLETED
		FROM	TO	

MAJOR/MINOR _____ DEGREE RECEIVED: _____ DATE: _____

MAJOR/MINOR _____ DEGREE RECEIVED: _____ DATE: _____

MAJOR/MINOR _____ DEGREE RECEIVED: _____ DATE: _____

LIST OTHER SCHOOLS ATTENDED (TRADE, VOCATIONAL, BUSINESS, ETC.) GIVE NAME AND ADDRESS OF SCHOOL, DATES ATTENDED, COURSE OF STUDY, CERTIFICATIONS, AND OTHER PERTINENT INFORMATION.

LIST ANY SPECIAL LICENSES YOU HOLD (SUCH AS PILOT, RADIO OPERATOR, SCUBA, ETC.) SHOW LICENSING AUTHORITY, ORIGINAL DATE OF ISSUE, AND DATE OF EXPIRATION.

LIST ANY SPECIALIZED EQUIPMENT YOU CAN OPERATE.

LIST ANY FOREIGN LANGAUAGE OF WHICH YOU ARE FLUENT. INDICATE LANGUAGE AND DEGREE OF FLUENCY (EXCELLENT, GOOD FAIR) (READ WRITE, SPEAK, ETC.)

NOTES: _____



WORK HISTORY

BEGINNING WITH YOUR PRESENT OR MOST RECENT JOB, LIST ALL EMPLOYMENT SINCE THE AGE OF 18, INCLUDING PART TIME, TEMPORARY, VOLUNTEER, SEASONAL EMPLOYMENT, AND FULL TIME EMPLOYMENT.

FROM _____ TO _____ EMPLOYER: _____

ADDRESS: _____

PHONE NO.: (____) _____ JOB TITLE(S): _____

DUTIES: _____

SUPERVISOR: _____ CO-WORKER: _____

REASON FOR LEAVING: _____

FROM _____ TO _____ EMPLOYER: _____

ADDRESS: _____

PHONE NO.: (____) _____ JOB TITLE(S): _____

DUTIES: _____

SUPERVISOR: _____ CO-WORKER: _____

REASON FOR LEAVING: _____

FROM _____ TO _____ EMPLOYER: _____

ADDRESS: _____

PHONE NO.: (____) _____ JOB TITLE(S): _____

DUTIES: _____

SUPERVISOR: _____ CO-WORKER: _____

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ADDRESS: _____

PHONE NO.: (____) _____ JOB TITLE(S): _____

DUTIES: _____

SUPERVISOR: _____ CO-WORKER: _____

REASON FOR LEAVING: _____

FROM _____ TO _____ EMPLOYER: _____

ADDRESS: _____

PHONE NO.: (____) _____ JOB TITLE(S): _____

DUTIES: _____

SUPERVISOR: _____ CO-WORKER: _____

REASON FOR LEAVING: _____

FROM _____ TO _____ EMPLOYER: _____

ADDRESS: _____

PHONE NO.: (____) _____ JOB TITLE(S): _____

DUTIES: _____

SUPERVISOR: _____ CO-WORKER: _____

REASON FOR LEAVING: _____

EXPLANATION OF ANY PERIODS OF UNEMPLOYMENT BETWEEN JOBS LISTED ABOVE:

NOTES: _____



MILITARY SERVICE

HAVE YOU EVER SERVED IN THE U.S. ARMED FORCES? ___ YES ___ NO

DATE OF SERVICE: FROM: _____ TO: _____

BRANCH OF SERVICE: _____

UNIT DESIGNATION: _____

MILITARY SERVICE NUMBER: _____

HIGHEST RANK HELD: _____ TYPE OF DISCHARGE: _____

WERE YOU EVER DISCIPLINED WHILE IN THE MILITARY? ___ YES ___ NO

IF YES, WHAT WAS THE CHARGE, THE AGENCY, THE DATE, YOUR AGE, AND THE DISPOSITION? _____

IF YOU RECEIVED A DISCHARGE OTHER THAN HONORABLE, GIVE COMPLETE DETAILS. _____

IF YOU HAVE NOT SERVED IN THE U.S. ARMED FORCE, HAVE YOU REGISTERED WITH THE SELECTIVE SERVICE? ___ YES ___ NO

IF YES, WHAT IS YOUR SELECTIVE SERVICE NUMBER? _____

HAVE YOU EVER BEEN FIRED OR FORCED TO RESIGN FROM ANY POSITION? (*An answer of "Yes" does not automatically result in disqualification.*) ___ YES ___ NO

IF YES, EXPLAIN: _____

NOTES: _____



GENERAL INFORMATION

HAVE YOU EVER BEEN CONVICTED IN AN ADULT COURT? ___ YES ___ NO

IF YES GIVE COMPLETE DETAILS: _____

HAVE YOU EVER BEEN EMPLOYED IN ANY CAPACITY BY THE TOWN OF PROVIDENCE VILLAGE? ___ YES ___ NO

IF YES, INDICATE POSITION AND DATES: _____

DO YOU HAVE A RELATIVE EMPLOYED BY THE TOWN OF PROVIDENCE VILLAGE?
___ YES ___ NO

IF YES, NAME: _____

HOW DID YOU LEARN ABOUT THE POSITION YOU ARE APPLYING FOR?

LIST THREE PERSONS WHO KNOW YOU WELL ENOUGH TO PROVIDE CURRENT INFORMATION ABOUT YOU. DO NOT LIST RELATIVES OR FORMER EMPLOYERS:

NAME: _____ YEARS KNOWN: ___ PHONE (____) _____
ADDRESS: _____
BUSINESS PHONE: (____) _____ OCCUPATION: _____
DESCRIBE YOUR RELATIONSHIP WITH THIS PERSON: _____

NAME: _____ YEARS KNOWN: ___ PHONE (____) _____
ADDRESS: _____
BUSINESS PHONE: (____) _____ OCCUPATION: _____
DESCRIBE YOUR RELATIONSHIP WITH THIS PERSON: _____

NAME: _____ YEARS KNOWN: ___ PHONE (____) _____
ADDRESS: _____
BUSINESS PHONE: (____) _____ OCCUPATION: _____
DESCRIBE YOUR RELATIONSHIP WITH THIS PERSON: _____



POSITION CERTAINTY STATEMENT

ALL EMPLOYEES HOLD THEIR POSITIONS AT THE WILL AND THE PLEASURE OF THE TOWN OF PROVIDENCE VILLAGE, AND SUCH POSITIONS MAY BE TERMINATED OR OTHERWISE ADVERSELY AFFECTED WITH OR WITHOUT CAUSE, WHEN IN THE OPINION OF THE TOWN MAYOR, SUCH ACTION IS IN THE BEST INTEREST OF THE TOWN.

I, THE UNDERSIGNED, CERTIFY THAT I HAVE READ AND FULLY UNDERSTAND THIS FORM IN ITS ENTIRETY AND THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT SHOULD ANY STATEMENT I HAVE MADE PROVE FALSE, MISLEADING, OR ERRONEOUS, IT MAY RESULT IN THE REJECTION OF MY APPLICATION OR DISCHARGE FROM THE TOWN OF PROVIDENCE VILLAGE. I FURTHER UNDERSTAND THAT THIS APPLICATION BECOMES THE PROPERTY OF THE TOWN OF PROVIDENCE VILLAGE AND WILL NOT BE RETURNED.

SIGNATURE OF APPLICANT DATE