



CITY OF WILLOW PARK
APPLICATION FOR EMPLOYMENT

120 El Chico Trail, Suite A
Willow Park, TX 76087
Ph (817) 441-7108 Fax (817) 441-6900
hr@willowpark.org

Position Applying For: _____

Personal Information				
Last Name		First Name		Middle Initial
Street Address		City	State	Zip
Social Security Number		Drivers License #		State
Home Phone		Email		Other Phone
Are you 18 or older?	Yes	No	Have you ever been employed by the City of Willow Park before? If so, when?	
Education				
Level	Name		Date Completed	Diploma Received
High School				
College				
Other				
Skills/Certifications				
Skill Type	Description			

Employment History

Are you presently employed?	May we contact this employer?	Yes	No
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Please complete your work experience with your present or most recent employment.

Start Date	End Date	Job Title	Ending Salary	Part Time or Full Time?
Company			Supervisor's Name	
Address		City	State	Zip Code
Phone Number	Reason(s) for leaving:			

Duties and Responsibilities:

Start Date	End Date	Job Title	Ending Salary	Work Schedule
Company			Supervisor's Name	
Address		City	State	Zip Code
Phone Number	Reason(s) for leaving:			

Duties and Responsibilities:

Start Date	End Date	Job Title	Ending Salary	Work Schedule
Company			Supervisor's Name	
Address		City	State	Zip Code
Phone Number	Reason(s) for leaving:			

Duties and Responsibilities:

* Print additional sheet if more space is needed.

Personal References

Please list three personal references that are familiar with your character and work ethic.

Name	Occupation	Relationship	Phone Number
Are you related to any member of the City Council?	Yes/No	If so, please list.	
Do you have any family members currently employed by the City?	Yes/No	If so, please list.	
Have you ever been convicted of a felony? (Note: Conviction of a crime is not an automatic bar to employment.)	Yes/No	If yes, please explain.	
Any convictions other than a felony?	Yes/No	If yes, please explain.	

Signature for Agreements and Releases

Please read and sign before submitting application.

In submitting this application, I understand, agree and certify to the following:

The statements set forth in my application are true, including those in any specialized departmental application amendment.

Any misrepresentation or omission of fact herein may result in the rejection of my application, or my dismissal, if hired.

My employment is conditioned upon successful completion of a physical examination, drug testing and/or any other test or exam (including psychological and polygraph, for some positions) that the City of Willow Park may require at the City's expense.

By signing this application, I authorize the City to make a thorough personal investigation that includes verification of any information supplied on this application and amendments, necessary to arrive at an employment decision, including but not limited to:

Educational Background

Employment History

Military Service

Driving Record

Criminal History/Behavior

Credit/Financial History

Personal/Family

Residence History/Community Involvement

Personal References

Any statements made on the application or in the interview process

I release from liability all persons, companies, corporations, or agencies supplying such information.

I understand and agree that this employment application, by itself or together with other City documents or policies, does not create a contract of employment.

I understand that the City of Willow Park is an "at will" employer and that I may voluntarily leave or may be terminated at any time, with or without cause.

Signature of Applicant: _____

Date: _____