



Application for Employment

Application Date: _____

The Town of Northlake is an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including race, color, age, sex, religion, disability, national origin, veteran status or FMLA leave status.

Depending on the position you are applying for, the application process may require additional documentation or paperwork. Some positions may require a background investigation. If so, you will be contacted by the respective department and advised of any additional steps you will need to complete. You may attach a resume but you still must complete this application.

Full Legal Name: <i>(exactly as it appears on your Social Security Card)</i>			
Current Residential Address:			
How long have you lived at your current address?		Email address:	
Social Security Number:	Primary Contact Phone Number:	Secondary Contact Phone Number:	
Have you ever been employed by the Town of Northlake before? If so, what dates and positions?			
Do you have a relative or in-law employed by the Town of Northlake or a member of the Town Council? If so, please name the relative or in-law and the relationship to that person.			
Position(s) applying for:		Expected Wage:	Date you can start:
If you are applying for a position that requires a license or certification, such as a driver's license, provide your license number, issuing authority, license classification and expiration date:			
Do you have legal authorization to work inside the United States?		Do you have any special skills related to the position(s) you are applying for?	
Have you served in the Military? If so, indicate the Branch of Service, highest rank, years of service and MOS/AFSC:			
High School attended:	Years Completed:	Did you graduate?	
College attended:	Years Completed:	Did you graduate?	Degree:
Trade, Business or Specialty School attended:	Years Completed:	Did you graduate?	Degree / Certification:

Town of Northlake
1500 Commons Circle Suite 300
Northlake, Texas 76226

Current or Most Recent Employer:		Address:		
Phone Number:	Department / Division:		Position(s):	
Duties:		Immediate Supervisor:		
Start Date:	End Date:	Beginning Salary:	Ending Salary:	Are you re-hirable?
Reason for Leaving:				
Next Most Recent Employer:		Address:		
Phone Number:	Department / Division:		Position(s):	
Duties:		Immediate Supervisor:		
Start Date:	End Date:	Beginning Salary:	Ending Salary:	Are you re-hirable?
Reason for Leaving:				
Next Most Recent Employer:		Address:		
Phone Number:	Department / Division:		Position(s):	
Duties:		Immediate Supervisor:		
Start Date:	End Date:	Beginning Salary:	Ending Salary:	Are you re-hirable?
Reason for Leaving:				

List three (3) personal references and (2) professional references: (only contacted after screening)

Name	Address	Phone

Have you ever been convicted of a crime other than a traffic violation?	Have you ever received deferred adjudication, probation, or pled "no contest" or "nolo contendere" for a crime other than a traffic violation?
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Explain:

I hereby certify that all statements made on this application are true and correct. I understand that any falsifications, misrepresentations, or omission of facts on this application may cause me to be ineligible for employment, or if already employed, to be terminated, regardless of the time that passes before such false information is discovered.

Applicant Signature: _____

Date: _____