



City of Canyon
301 16th Street
Canyon, TX 79015
806-655-5000

CITY OF CANYON APPLICATION FOR EMPLOYMENT

PRINT OR TYPE

Title of Job Applying for: _____ Date: _____

Applicant's Name: _____
Last First Middle

Address: _____
Street City State Zip

Telephone No.: _____
(Area Code) Home No. (Area Code) Business No.

Personal:

Are you under 18 years of age? Yes _____ No _____

Social Security Number: _____

If you are hired for a position, can you show proof of U.S. Citizenship?

Yes _____ No _____

Are you a registered alien? Yes _____ No _____ If yes, Number: _____

Driver's License Number: _____ State: _____ Type: _____

Have you ever been employed by the City of Canyon? Yes _____ No _____

If yes, date and department: _____

Date available for work: _____

Are you able to work: Full-time _____ Part-time _____ Shift Work _____

Are there any restrictions to the hours you can work? Yes _____ No _____

If yes, explain: _____

Are you related to any employee of the City of Canyon? Yes _____ No _____

If yes, whom: _____ Relationship: _____

POLICE/FIRE APPLICANTS ONLY
Date of Birth: _____

IF SUBMITTING RESUME, PLEASE ALSO COMPLETE APPLICATION COMPLETE ALL ITEMS, if not applicable, indicate N/A

Type of School	Name and Address	No. of Years Attended	Grad. Yes/No	Major	Degree
High School or GED (circle one)					
University					
Other					

Military Service Record:

Are you a veteran? Yes _____ No _____

Branch: _____ Date Entered: _____ Date Discharged: _____

Special Training: _____ Rank: _____

Have you ever been convicted, pled guilty or no contest to a felony offense? Yes _____ No _____

(Important: For purposes of employment with the City of Canyon, "convictions" include sentenced to confinement, paid fine, time served, placed on probation (including deferred adjudication) and court-ordered restitution.)

If so, please explain. _____

A conviction record will not necessarily disqualify you from employment. Your case will be considered in relationship to the requirements of the position.

Have you reviewed the job description for the position which you are applying? Yes _____ No _____

If yes, do you have any physical, mental, or medical impairments that will impede your ability to satisfactorily perform the job applied for? Yes _____ No _____ If so, what type(s) of job accommodations will enable you to perform the job? _____

Where did you learn of this job opening? _____

EMPLOYMENT HISTORY: (start with the most recent)

Employer Name:	Area Code/ Phone:	Explain Duties:	Employment Date:
			From:
			To:
Address: City, State, Zip			Annual Salary: Starting Ending
Job Title:			May we contact this Employer?
			Yes___No___
Reason for Leaving:			
Employer Name:	Area Code/ Phone:	Explain Duties:	Employment Date:
			From:
			To:
Address: City, State, Zip			Annual Salary: Starting Ending
Job Title:			May we contact this Employer?
			Yes___No___
Reason for Leaving:			
Employer Name:	Area Code/ Phone:	Explain Duties:	Employment Date:
			From:
			To:
Address: City, State, Zip			Annual Salary: Starting Ending
Job Title:			May we contact this Employer?
			Yes___No___
Reason for Leaving:			

Employer Name:	Area Code/ Phone:	Explain Duties:	Employment Date:
			From:
Address: City, State, Zip			To:
			Annual Salary: Starting Ending
Job Title:			May we contact this Employer?
			Yes___No___
Reason for Leaving:			

Supplementary Training/Experience: List other training and experience

Qualifications Summary: In detail, list qualifications and skills you possess

I, _____, certify that the answers given herein are true and complete to the best of my knowledge. I hereby authorize the City of Canyon the right to investigate all statements contained in this application. In the event of employment, I understand that false statements on the application shall be grounds for dismissal. I also understand that by submitting this application, I am subject to a pre-employment physical examination and drug and alcohol testing, and further, will be subject to a criminal background check. I agree to immediately notify the City of Canyon if I am convicted of, receive deferred adjudication in, or otherwise plead guilty or no contest to a felony, or any crime involving dishonesty or breach of trust, while my application is pending or during my period of employment, if hired.

Applicant's Signature

Date

AN EQUAL OPPORTUNITY EMPLOYER
Qualified applicants are considered for all positions without regard to race, color, gender, religious or political preference, national origin, handicap, age, or veterans status