



Application for Employment

100 Naylor Road • Oak Point, TX 75068 • 972-294-2312 • Fax 972-294-1619

Last name				First	MI	Nickname		Date of application		
Street address						Position applying for		Social Security number		
City			State		ZIP			Home telephone		Work telephone
How were you referred to Oak Point? (Circle only one.)	A. By your college	B. Advertisement	C. Employment agency	D. By an employee	If so, give name:		E. Open house	F. Walk-in	G. Other	

Please read carefully and complete by printing clearly in black ink or typing.

An Equal Opportunity Employer

The City of Oak Point is an equal opportunity employer, and we do not and will not discriminate on the basis of race, religion, national origin, sex, age, disability, marital status, or status as a disabled veteran. Information provided on this application will not be used for any discriminatory purpose.

Provide all information requested.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED FOR EMPLOYMENT OPPORTUNITIES. Your complete application form will be maintained in our active files for six (6) months from the date of application.

Employment Record

Starting with present or most recent, list all previous employers. Include self-employment and summer and part-time jobs. If more space is required, please continue on a separate sheet. You may attach a resume, but complete this application as well.

Company		Type of business		Type or classification of job	
Street address		Phone number		Brief description of job duties	
City		State		ZIP code	
Supervisor's name		Phone number			
Salary		Dates worked			
Start	End	From	To		
Reason for leaving					
Company		Type of business		Type or classification of job	
Street address		Phone number		Brief description of job duties	
City		State		ZIP code	
Supervisor's name		Phone number			
Salary		Dates worked			
Start	End	From	To		
Reason for leaving					

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Salary		Dates worked	
Start	End	From	To
Reason for leaving			

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:

Provide an explanation of any periods of unemployment between jobs listed above:

Military Record

Branch of service _____ Rank _____ From _____ To _____

Present military affiliation:

None Reserve (active) Reserve (inactive)

Kinds of training and duty while in service:

Have you been or were you ever disciplined while in the military? ___ Yes ___ No If yes, what was the charge, the agency, and the disposition?

If you received a discharge other than honorable, give complete details.

Educational History

School Name	Location (city, state)	Major course or subject	Dates attended		Graduated		Degree & GPA
			From	To	Yes	No	
High school							
Technical/trade (after high school)							
College (list all attended)							
Other education/training							

Other Skills or Experience

List any specialized equipment you can operate.

List any foreign language in which you are fluent. Indicate degree of fluency (excellent, good, fair) and ability to read, write, or speak the language).

List any other applicable skills.

Outside Activities (Exclude those indicating race, color, religion, sex, national origin, age, or disability)

Professional memberships, certificates, or licenses held

Past and present civic or cultural activities — include offices held

Principal hobbies

Professional/Work References

List two past supervisors and one person who is not related to you who have knowledge of your qualifications for the position for which you are applying.

Name	Title/relationship	Address (street, city, state, ZIP code)	Phone no. (include area code)	Occupation



100 Naylor Road; Oak Point, Texas 75068
(972) 294-2312 (972) 294-1619 fax
www.oakpointtexas.com

Completion of this data is voluntary and will not affect your opportunity for employment, or terms or conditions of employment. This form will be used for EEO-4 reporting purposes only and will be kept separate from all other personnel records only accessed by the Human Resources department. Please return completed forms to the HR department in person, by fax or via email at dboner@oakpointtexas.com.

NAME: _____

DATE: _____

JOB APPLIED FOR: _____

GENDER:

(Please check one of the options below)

Male

Female

RACE/ETHNICITY:

(Please check one of the descriptions below corresponding to the ethnic group with which you identify.)

Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino): A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

Black or African American (Not Hispanic or Latino): A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino): A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.

Asian (Not Hispanic or Latino): 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.

American Indian or Alaska Native (Not Hispanic or Latino): A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.

Two or more races (Not Hispanic or Latino): All persons who identify with more than one of the above five races.