

City of Bonham Employment Application



Have you read the qualifications for the job you are applying for and do you understand them? Yes
No

Are you capable of performing in a reasonable manner the activities involved in the job or occupation for which you have applied? Yes.
No.

Job description and qualifications available at www.cityofbonham.org or at the City of Bonham Human Resources Department, 514 Chestnut, Bonham TX 75418.

Date:

Position applying for:

Last Name: First Name: Middle:

Home Address: City: Zip Code:

Phone Number: Social Security Number:

E-mail:

If under 18 years of age, can you provide required proof of your eligibility to work?	Yes No	Are you a citizen of the United States?	Yes No	If no, are you authorized to work in the U.S.? *Proof of status required upon employment	Yes No
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Have you ever applied with the City of Bonham before?	Yes No	If yes, date?	Date available to start work:	<input style="width: 100%; height: 15px;" type="text"/>
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Have you been previously employed by the City of Bonham?	Yes No	Are you on lay off status and subject to recall?	Yes No	Can you travel if the job requires it?	Yes No
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Have you been convicted of a felony within the last 7 years?	Yes No	If yes, explain:
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Name of High School attended:	City and State:
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Did you graduate?	Yes No	If yes, with diploma or GED?	Date:	<input style="width: 100%; height: 15px;" type="text"/>
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Name of college attended:	City and State:
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Did you graduate?	Yes No	If yes, type of degree:	Date:	<input style="width: 100%; height: 15px;" type="text"/>
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Additional college attended:	City and State:
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Did you graduate?	Yes No	If yes, type of degree:	Date:	<input style="width: 100%; height: 15px;" type="text"/>
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Name of trade or technical school attended:	Type of degree or certification:
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Previous Employment

Start with your present or last job. Include any job related military service assignments and volunteer activities.

Company: _____ Phone number: _____
Address: _____ Supervisor: _____
Job title: _____ Salary: _____
Dates of employment: May we contact your supervisor for a reference? Yes
No

Reason for leaving: _____

Job duties: _____

Company: _____ Phone number: _____
Address: _____ Supervisor: _____
Job title: _____ Salary: _____
Dates of employment: _____ May we contact your supervisor for a reference? Yes
No

Reason for leaving: _____

Job duties: _____

Company: _____ Phone number: _____
Address: _____ Supervisor: _____
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No

Reason for leaving: _____

Job duties: _____

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Address: _____ Supervisor: _____
Job title: _____ Salary: _____
Dates of employment: _____ May we contact your supervisor for a reference? Yes
No

Reason for leaving: _____

Job duties: _____

Applicant's Statement: I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time. I hereby understand and acknowledge that, unless otherwise declined by applicable law, any employment relationship with the City of Bonham is of an at will nature, which means that the employee may resign at any time and the employer may discharge the employee at any time with or without cause. It is further understood that this at will employment relationship may not be changed by any written document or by conduct unless such a change is specifically acknowledged in writing by an authorized executive of the City of Bonham. In the event of employment, I understand that false or misleading information given in my application or interview may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the City of Bonham.

Signature: _____

Date:

This application may be submitted by mail or in person to:

City of Bonham
Human Resources Department
514 Chestnut Street
Bonham, Texas 75418

For additional information or questions, please contact:

Kathy Ball
Human Resources Director
City of Bonham
kball@cityofbonham.org
Phone: 903-583-7555
Fax: 903-449-4185

Equal Employment Opportunity Form

The City of Bonham does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment. The Equal Employment Opportunity Commission (EEOC) and the Texas Workforce Commission require employers to document and maintain specific information and statistical data for reporting purposes. This questionnaire allows the City of Bonham to gather part of that information for reporting purposes. This information will not be used in the employment process when considering employment with the City of Bonham.

Applicant Information

Last name:

First name:

Middle:

Address:

State:

Zip code:

Phone number:

Position applying for:

Gender:

Male

Female

Ethnicity:

African American

Caucasian

Native American

Hispanic American

Asian American

Other

If other, describe:
