



City of Lakeway Application for Employment

Have you been employed under any other name(s)? YES      NO  
 If so, please list \_\_\_\_\_

Have you plead guilty (including a no contest plea), been found guilty, convicted or given probation or deferred adjudication or prosecution in lieu of sentencing for any offence other than a minor traffic violation?  
 If yes, explain: \_\_\_\_\_ YES      NO

Are you at least 18 years of age? YES      NO

What date would you be available to start work? \_\_\_\_\_

Preference (s):      Full Time      Part Time      Shift Work      Temporary

**EDUCATION**

**Name and Location of School**

**Courses Pursued**

|   |                                |
|---|--------------------------------|
| High School                             | Diploma: YES NO<br>GED: YES NO |
| College, Technical or Vocational School | Degree: YES NO                 |

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|-----------------------------|----------------|
| Other Training or Education | Degree: YES NO |
|-----------------------------|----------------|

Are you a member of any branch of the Armed Forces Reserve Program? YES NO  
 If yes, which?

Indicate any foreign languages you can speak, read and/or write and to what proficiency level:

**REFERENCES**

List three personal references, not a former employer or a relative, who have known you well for at least three years.

|                |                           |
|----------------|---------------------------|
| Name:<br>_____ | Telephone:<br>(____)_____ |
| Address:       | Years Known:              |
| Name:<br>_____ | Telephone:<br>(____)_____ |
| Address:       | Years Known:              |
| Name:<br>_____ | Telephone:<br>(____)_____ |
| Address:       | Years Known:              |

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**EMPLOYMENT EXPERIENCE**

Begin with the current or most recent employer. List all work experience for the past ten years. Attach additional sheets if necessary. A resume can be attached but may not be substituted for completed application.

|                    |  |     |                |
|--------------------|--|-----|----------------|
| Employer           | Dates Employed<br>From                      To |     | Work Performed |
| Address            |  |     |                |
| Telephone          | Hourly Rate/Salary                             |     |                |
| Job Title          | Start  | End |                |
| Supervisor         |  |     |                |
| Reason for leaving |  |     |                |

|                    |  |     |                |
|--------------------|--|-----|----------------|
| Employer           | Dates Employed<br>From                      To |     | Work Performed |
| Address            |  |     |                |
| Telephone          | Hourly Rate/Salary                             |     |                |
| Job Title          | Start  | End |                |
| Supervisor         |  |     |                |
| Reason for leaving |  |     |                |

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**SKILLS AND QUALIFICATIONS**

Summarize training, special job-related skills, qualifications, licenses and/or certifications acquired that may qualify you for the position for which you are applying.

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State any additional information you feel may be helpful to us in considering your application.

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**Note to Applicant:**

**DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE READ THE JOB DESCRIPTION FOR THE POSITION FOR WHICH YOU ARE APPLYING.**

Are you capable of performing in a reasonable manner the activities involved in the job or occupation for which you have applied?

YES

NO

**APPLICANT STATEMENT**

**Please read the following statement carefully and indicate your understanding and acceptance by signing in the space provided.**

I certify that all information I have provided in order to apply for and secure work with the City of Lakeway is true, complete and correct. I understand that false, misleading or omitted information provided in my application or interview(s) may be sufficient cause for cancellation of this application and/or separation from City of Lakeway service if I become employed. I further understand that any offer of employment tendered to me is contingent upon my agreement to abide by all rules and regulations of the City of Lakeway. I am aware that my application is subject to the Texas Public Information Act and could be released as a public document.

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I understand the City of Lakeway is an Equal Opportunity Employer and does not discriminate in employment decisions. No question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand a criminal history background check will be conducted as a condition of employment with the City of Lakeway. I understand if I am required to operate a City owned vehicle, a routine driver's record check will be performed at my time of hire and annually thereafter.

I authorize the City of Lakeway the right to investigate all statements contained in this application for employment as may be necessary in arriving at an employment decision. I hereby release the employer and its representatives from any and all liability for seeking such information and all other persons, corporations or organizations for furnishing such information.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the City of Lakeway is "at-will", which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause and without prior notice. It is further understood that this "at-will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized official of the City of Lakeway.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date