



# APPLICATION FOR EMPLOYMENT

1515 N. GALLOWAY  
 MESQUITE, TX 75149  
 (972) 216-6218 or JOB LINE: (972) 216-6333  
 Web site: [www.cityofmesquite.com](http://www.cityofmesquite.com)  
 E-mail: [careers@cityofmesquite.com](mailto:careers@cityofmesquite.com)

**INSTRUCTIONS: Print or type all information. Applications must be completed in full. Incomplete applications may disqualify you from consideration. Applications will only be considered for the "open" position(s) listed on the application form. BE ADVISED THAT A RESUME IS NOT A SUBSTITUTE FOR AN APPLICATION. A resume may be attached as a supplement.**

All applicants meeting the City of Mesquite's minimum qualifications for the specified job will be considered for employment without regard to race, religion, sex, national origin, age, or the presence of a non-job-related medical condition or disability.

## PERSONAL INFORMATION

Date:	Social Security No:	Name (Full - Last, First, MI):		
Street Address:		City:	State:	Zip:
Home Phone:		Business Phone:		
Position(s) applied for:		Other names used:		
(1) _____		Are you willing to work: _____ Full Time _____ Part Time		
(2) _____		_____ Weekends _____ Holidays _____ Overtime		
(3) _____		_____ Mornings _____ Evenings _____ Deep Nights		
Will you accept current starting salary? ___ Yes ___ No If "no", what salary is desired? _____				
Do you or your spouse have any friends or relatives who work for the City of Mesquite? _____ Yes _____ No				
If "yes", please give their: Name _____				
Department _____ Relationship _____				
Have you previously been employed by the City of Mesquite? _____ Yes _____ No				
If answered "Yes": When: _____ In what department: _____ Title: _____				
Are you legally authorized to work in the United States? ___ Yes ___ No		Date you are available to start work: _____		

## REFERRAL SOURCE

How did you learn about us and/or the positions for which you applied? Place a check next to the appropriate choice. Please mark one choice only.

- |  |                                      |                               |
|--|--------------------------------------|-------------------------------|
| _____ (01) Dallas Morning News             | _____ (02) Walk-in                   | _____ (03) Relative/Friend    |
| _____ (04) City of Mesquite Job Line       | _____ (05) City of Mesquite Web Page | _____ (06) College/University |
| _____ (07) Professional Organization _____ | _____ (08) Other _____               | (Please explain)              |
| _____ (09) Internet Site _____             | Name of site(s)                      |                               |



**INSTRUCTIONS: List all employers for which you have worked in the last five (5) years, starting with the most recent or current employer.**

***EMPLOYMENT RECORD (Start with the most recent one first)***

Present or last employer		Phone		Starting date: Month/Year
Address	City	State	Zip	Ending date: Month/Year
Name of immediate supervisor		Your Position title		Starting salary:
Reason for leaving:				Ending salary:
Describe all duties performed in this position, especially those which demonstrate your qualifications for the position for which you are currently applying. Please be specific:				
_____				
_____				
_____				
_____				

Next previous employer		Phone		Starting date: Month/Year
Address	City	State	Zip	Ending date: Month/Year
Name of immediate supervisor		Your Position title		Starting salary:
Reason for leaving:				Ending salary:
Describe all duties performed in this position, especially those which demonstrate your qualifications for the position for which you are currently applying. Please be specific:				
_____				
_____				
_____				
_____				

Next previous employer		Phone		Starting date: Month/Year
Address	City	State	Zip	Ending date: Month/Year
Name of immediate supervisor		Your Position title		Starting salary:
Reason for leaving:				Ending salary:
Describe all duties performed in this position, especially those which demonstrate your qualifications for the position for which you are currently applying. Please be specific:				
_____				
_____				
_____				
_____				

Next previous employer		Phone		Starting date: Month/Year
Address		City	State	Zip
Name of immediate supervisor		Your Position title		Starting salary:
Reason for leaving:				Ending salary:
Describe all duties performed in this position, especially those which demonstrate your qualifications for the position for which you are currently applying. Please be specific:				
_____				
_____				
_____				
_____				

**EXPLAIN IN DETAIL ANY TIME LAPSES IN THE ABOVE EMPLOYMENT RECORD DUE TO UNEMPLOYMENT OR OTHER REASONS:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**IMPORTANT - PLEASE READ**

**I UNDERSTAND that a large number of applications may be received for a single position and that it is not possible for the City to personally interview every applicant. I UNDERSTAND that this application, along with any attachments, becomes the property of the City of Mesquite and that all information submitted and considered is subject to verification. I UNDERSTAND, AUTHORIZE, AND GIVE PERMISSION for the City of Mesquite to conduct verification and/or investigations of my credit history, criminal history, driving record, character, employment history, reputation, and any other job-related investigations as are necessary to determine my qualifications for employment.**

**I UNDERSTAND that if I am offered employment with the City of Mesquite, I will be required to take a post-offer physical exam which will include a drug test. Any offer of employment that I may receive will be conditioned upon the results of the post-offer physical exam. In addition, positive results of the post-offer drug test will disqualify me from employment. I ALSO UNDERSTAND that if I become employed with the City of Mesquite, I will be required to comply with the City's drug testing program.**

**I CERTIFY that all statements and answers to all questions in this application are true, complete and correct, and are made in good faith. I UNDERSTAND that falsification of any answers I have given and/or failure to provide requested information will have serious consequences, including disqualification for employment and/or termination of employment.**

**FAILURE to sign application will result in an incomplete application.**

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_