



COCKRELL HILL AUTHORITY TO RELEASE INFORMATION

TO WHOM IT MAY CONCERN:

I hereby authorize: The City of Cockrell Hill and its authorized representatives bearing this release, or a copy thereof, within one year of its date, to obtain any information in your files pertaining to my employment, military, credit, education, or medical records, including not limited to academic, achievement, attendance, athletic, personal history, and disciplinary records, medical records, and credit records.

I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for official use. Consent is granted to all parties to furnish such information, as described above, to third parties while fulfilling its official responsibilities. I hereby release you, as custodian of such records, and any school, college, university, or other educational institution, hospital, or other repository of medical records, credit bureau, lending institution, consumer reporting agency, or retail business establishment including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or attempt to comply with it.

I am furnishing my Social Security Account Number on a voluntary basis with the understanding such is not required by any law or regulation. I have been advised that all parties will utilize this number only to facilitate the location of employment, military, credit, and educational records concerning me in connection with this application. Should there be any questions as to the validity of this release, you may contact me as indicated below:

Applicant Full Name: _____
Social Security #: _____ Date of Birth: _____
Address: _____
Phone #: (____) _____

Applicant Notarized Signature: _____

Sworn to and signed before me, on this the ____ day of _____ in and for Dallas County, in the State of Texas.

Notary Public Signature: _____

Printed Notary Public Name: _____

Commission Expires: _____

Notary Public **(SEAL)**



City of Cockrell Hill

4125 W. Clarendon Drive
 Cockrell Hill, Texas 75211
 Office # (214)330-6333
 Fax# (214)330-5483

Employment Application

Applicant Information				
Full Name:				Date:
	<i>Last</i>	<i>First</i>	<i>M.I.</i>	

Address:

<i>Street Address</i>	<i>Apartment/Unit #</i>
<i>City</i>	<i>State</i>
	<i>ZIP Code</i>

Phone:		Email:	
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Date Available:		Social Security No.:		Desired Salary: \$	
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Position Applied for:	
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Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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(If offered employment with the City of Cockrell Hill, you will be required within three (3) business days of beginning employment to produce original legal documents that establish your identity and employment eligibility.)

Have you ever worked for this City?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?
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Do you or does your spouse have any relatives presently working for the City of Cockrell Hill? _____
 If yes, please explain: _____

Have you ever entered a guilty plea or been convicted of a crime, in a civilian or military court or received a deferred adjudication (excluding minor traffic violations requiring only payment of fine) including drinking related convictions?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	A criminal record does not necessarily disqualify you from employment, but will be considered in relationship to the job requirements.
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If yes, explain: _____

I, _____ agree to immediately notify the City of Cockrell Hill if I am convicted of, received deferred adjudication in, or otherwise plead guilty or no contest to a felony, or any crime involving dishonesty or a breach of trust, while my application is pending or during my period of employment, if hired.

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional and verifiable references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Are you on a lay-off and subject to recall? _____

If yes, please explain: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Special Qualifications or Skills

List qualifications and skills you may possess which are required for the job as stated in the job announcement, such as typing speed, ability to operate specialized machinery or equipment, or professional registration or licensing. Indicate any training you have had which is directly related to the job for which you are applying for:

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain:

Have you ever been discharged from the armed forces under other than honorable conditions? _____

If yes, please explain: _____

Applicant's Statement

I CERTIFY THAT THE STATEMENTS CONTAINED HEREIN ARE TRUE, COMPLETE, AND CORRECT 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. I understand that this application is not, and is not intended to be, a contract for employment.

I understand that if I am offered employment with the City of Cockrell Hill, I will be required to take a post-offer physical examination and/or drug test. Any offer of employment that I may receive will be conditioned upon the results of the post-offer physical examination and/or drug test.

In the event of employment, I understand, also, that I am required to abide by all rules and regulations of the City of Cockrell Hill.

I understand that any employment I may be offered with the City of Cockrell Hill will be at-will employment. At-will employment means that I would be able to resign and anytime for any reason and the City would be free to terminate my employment at any time for any reason.

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____