

## ROCKWALL ECONOMIC DEVELOPMENT CORPORATION EMPLOYMENT APPLICATION

Instructions: Please complete in full. Print or type ALL information. Omitted questions may be grounds for disqualification of your application. We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, or any other legally protected status.

**Applications not signed or have "SEE RESUME" will not be considered.**  
**Resumes will only be accepted with an application.**

**Position(s) Applied For:**

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**Date Application Submitted:** \_\_\_\_\_

**How Did You Learn About Us? Check Appropriate Choice(s)**

Friend \_\_\_\_\_ Relative \_\_\_\_\_ Walk-In \_\_\_\_\_ Other \_\_\_\_\_

**Website, Newspaper, Magazine, etc: (which one)** \_\_\_\_\_ **Referred by:** \_\_\_\_\_

Last Name	First Name	Middle Name
Address	City	State
( )	( )	( )
Home Phone #	Work Phone #	Cell Phone #
E-Mail Address: _____		

*Circle choice where appropriate*

Are you <u>under 18</u> years of age?	YES	NO
Have you ever filed an application with us before?	YES	NO
Have you ever been employed with us before?	YES	NO
Do you have friends or relatives that work for the City?	YES	NO
Are you currently employed?	YES	NO
May we contact your present employer?	YES	NO
Are you legally authorized to work in the United States?	YES	NO
On what date would you be available for work?	_____	
Are you available to work:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Shift Work <input type="checkbox"/> Temporary	
Are you currently on "lay-off" status and subject to recall?	YES	NO
Can you travel if a job requires it?	YES	NO
Have you been convicted of a felony within the last 7 years?	YES	NO
<i>(Conviction will not necessarily disqualify an applicant from employment)</i>	YES	NO
If Yes, please explain:	_____	

### EDUCATION

	Name & Address of School	Course of Study	Graduated Yes/No	Credit Hours
<b>High School or GED</b>				
<b>Undergraduate College</b>				
<b>Graduate Professional</b>				
<b>Other (Specify)</b>				

**Describe any specialized skills, training, or apprenticeship**


**Military Experience / Previous Law Enforcement**

Type	Years of Active Service	Describe Any Military / Law Enforcement Experience
<b>Air Force</b>		
<b>Army</b>		
<b>Coast Guard</b>		
<b>Marine Corps</b>		
<b>Navy</b>		
<b>Law Enforcement</b>		
<b>Other</b>		

**Indicate any languages you can speak, read and/or write other than English**

	Fluent	Good	Fair
<b>Speak</b>			
<b>Read</b>			
<b>Write</b>			

Specialized Skills		Check Skills / Equipment Operated	
		Production / Mobile Machinery (List)	Other (List)
<input type="checkbox"/> <b>Power Point</b>	<input type="checkbox"/> <b>Excel</b>		
<input type="checkbox"/> <b>Computer</b>	<input type="checkbox"/> <b>Word</b>		
<input type="checkbox"/> <b>Calculator</b>	<input type="checkbox"/> <b>Other</b>		
<input type="checkbox"/> <b>Copier/Fax</b>			
How many words per minute can you type?			

**EMPLOYMENT EXPERIENCE**

Instructions: List all employers for which you have worked in the last ten (10) years, starting with the most recent or current employer. Complete all blanks. Failure to provide required information may result in disqualification from active consideration. It is necessary to provide an explanation for any gaps in employment in space provided at the bottom of this page.

***Comments such as "See Resume" are unacceptable – a resume may be attached but will not be substituted for this application.***

<b>Employer:</b>		<b>Dates Employed</b>		<b>Work Performed</b>
		<b>From</b>	<b>To</b>	
<b>Address:</b>				
<b>Telephone Number(s):</b>		<b>Hourly Rate/Salary</b>		
		<b>Starting</b>	<b>Final</b>	
<b>Job Title:</b>	<b>Supervisor:</b>			
<b>Reason for Leaving:</b>				
<b>Employer:</b>		<b>Dates Employed</b>		<b>Work Performed</b>
		<b>From</b>	<b>To</b>	
<b>Address:</b>				
<b>Telephone Number(s):</b>		<b>Hourly Rate/Salary</b>		
		<b>Starting</b>	<b>Final</b>	
<b>Job Title:</b>	<b>Supervisor:</b>			
<b>Reason for Leaving:</b>				
<b>Employer:</b>		<b>Dates Employed</b>		<b>Work Performed</b>
		<b>From</b>	<b>To</b>	
<b>Address:</b>				
<b>Telephone Number(s):</b>		<b>Hourly Rate/Salary</b>		
		<b>Starting</b>	<b>Final</b>	
<b>Job Title:</b>	<b>Supervisor:</b>			
<b>Reason for Leaving:</b>				
<b>Employer:</b>		<b>Dates Employed</b>		<b>Work Performed</b>
		<b>From</b>	<b>To</b>	
<b>Address:</b>				
<b>Telephone Number(s):</b>		<b>Hourly Rate/Salary</b>		
		<b>Starting</b>	<b>Final</b>	
<b>Job Title:</b>	<b>Supervisor:</b>			
<b>Reason for Leaving:</b>				
<b>Employer:</b>		<b>Dates Employed</b>		<b>Work Performed</b>
		<b>From</b>	<b>To</b>	
<b>Address:</b>				
<b>Telephone Number(s):</b>		<b>Hourly Rate/Salary</b>		
		<b>Starting</b>	<b>Final</b>	
<b>Job Title:</b>	<b>Supervisor:</b>			
<b>Reason for Leaving:</b>				

***Explain any gaps in employment for the last ten (10) years.***

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<b>NOTE TO APPLICANTS: Do not answer this question unless you have been given the job description for the position in which you are applying.</b>	
Do you understand the essential functions of the job in which you are applying?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Can you perform the essential functions of this job with or without reasonable accommodation?  YES  NO

### 3 PROFESSIONAL REFERENCES

_____		_____	
<i>Last Name</i>	<i>First name</i>	<i>( )</i>	<i>Phone Number</i>
_____		<i>Area Code</i>	<i>Phone Number</i>
_____		_____	
<i>Address</i>	<i>City</i>	<i>State</i>	<i># of years known</i>
_____		_____	
<i>Last Name</i>	<i>First name</i>	<i>( )</i>	<i>Phone Number</i>
_____		<i>Area Code</i>	<i>Phone Number</i>
_____		_____	
<i>Address</i>	<i>City</i>	<i>State</i>	<i># of years known</i>
_____		_____	
<i>Last Name</i>	<i>First name</i>	<i>( )</i>	<i>Phone Number</i>
_____		<i>Area Code</i>	<i>Phone Number</i>
_____		_____	
<i>Address</i>	<i>City</i>	<i>State</i>	<i># of years known</i>

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### APPLICANT'S STATEMENT

I understand that this application, along with any attachments, becomes the property of the REDC and that all information submitted is subject to verification. I authorize and give permission to the REDC and the City of Rockwall to conduct verification and/or investigation of my criminal history, employment history, driving record, character, reputation, any other job related investigations, and if necessary, credit history to determine my qualifications for employment.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization 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 change is specifically acknowledged in writing by an authorized executive of this organization. I understand that this is not an employment contract between the REDC and me.

I certify that answers given herein are true and complete to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand that I am required to abide by all REDC and City of Rockwall policies and procedures.

I am providing true and correct information to the best of my knowledge and that if I falsify information or alter this document in any way, my application will no longer be considered.

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Date*

**THE REDC IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**EQUAL EMPLOYMENT OPPORTUNITY DATA  
Rockwall Economic Development Corporation**

**This form is optional. You are not required to furnish the information requested below.**

**TO THE APPLICANT:** The commitment of the Rockwall Economic Development Corporation to a policy of Equal Employment requires that certain information be gathered and maintained for statistical purposes only. Your cooperation in furnishing the requested information would be greatly appreciated. This page will be detached from the application immediately, before the application is reviewed. It will be stored separately from your application and employment records.

**Job Applied For** \_\_\_\_\_

**Date of Application** \_\_\_\_\_

**Sex:** Male \_\_\_\_\_ Female \_\_\_\_\_

**Check One:**

- \_\_\_\_\_ White (Non Hispanic)
- \_\_\_\_\_ Black (Non Hispanic)
- \_\_\_\_\_ Hispanic
- \_\_\_\_\_ American Indian/Alaskan Native
- \_\_\_\_\_ Asian/Pacific Islander

**What Prompted You to apply?**

**Check one:**

- \_\_\_\_\_ Newspaper
- \_\_\_\_\_ Referred by Employment Agency
- \_\_\_\_\_ Read City's Job Announcement
- \_\_\_\_\_ Referred by City Employee
- \_\_\_\_\_ Rockwall Cable Channel
- \_\_\_\_\_ Rockwall Website
- \_\_\_\_\_ Other \_\_\_\_\_

**Circle your highest education level**      1-11    12-13    14-15    16+