

# City of Crowley Employment Application

## City of Crowley

**(An equal opportunity employer)**

**ADDRESS:** 201 E. Main Street, Crowley, TX, 76036

**TEL:** (817) 297-2201

**FAX:** (817) 297-6178

Website: [www.ci.crowley.tx.us](http://www.ci.crowley.tx.us)

## Application for Employment

**PLEASE READ FIRST:** Thank you for your interest in employment with the City of Crowley. The application you submit will be reviewed and evaluated based upon the information you have supplied. Failure to answer all questions completely and accurately may mean loss of an employment opportunity.

### **PLEASE FOLLOW THESE INSTRUCTIONS TO COMPLETE THIS APPLICATION:**

- The City of Crowley accepts applications ONLY when a specific employment notice of a job vacancy is posted
- All job openings are posted until filled
- You may submit a resume in addition to your application, but resumes will not substitute for a completed application
- The City of Crowley will contact (either by telephone, mail, or email) the applicants selected for pre-placement testing and/or personal interview. All other applicants will receive no further notice
- If you wish to be considered for future positions, you MUST submit a new application for each position
- All employment eligibility is verified through the Department of Homeland Security with E-Verify®. E-Verify® is a registered trademark of the U.S. Department of Homeland Security.

**INSTRUCTIONS:** It is important that you answer all questions on this application fully and accurately. Failure to do so may delay its consideration and could mean loss of employment opportunities. If an item does not apply to you, or if there is no information to be given, please write in the letters "N.A." for Not Applicable.

The City of Crowley considers all applicants for employment without regard to race, color, religion, ethnicity, gender, national origin, age, physical handicap, or any other protected status or classification in accordance with state and federal laws. The City of Crowley also provides “reasonable accommodations” to qualified individuals with known disabilities, in accordance with the Americans with Disabilities Act.

You must have JavaScript enabled to use this form.

Position for which you are applying: .....

Position for which you are applying: .....

☐ Firefighter/Paramedic

☐ Police Patrol

☐ Telecommunications (Dispatcher)

☐ Water Maintenance

☐ Building Official

Date available to start work: .....

Full time: .....

Full time: .....

☐ Yes

☐ No

Part time: .....

Part time: .....

☐ Yes

☐ No

Desired salary: .....

PERSONAL DATA

First name: .....

Last name: .....

Middle initial: .....

Address: .....

City: .....

State: .....

ZIP Code: .....

Cellphone number: .....

Alternate phone: .....

Email: .....

Have you ever been employed by the City of Crowley: .....

Have you ever been employed by the City of Crowley: .....

☐ Yes

☐ No

If yes, please list start date thru end date: .....

Do you have relatives that work for the City of Crowley: .....

Do you have relatives that work for the City of Crowley: .....

☐ Yes

☐ No

If yes, name and relationship: .....

#### IDENTITY VERIFICATION; EMPLOYMENT AUTHORIZATION

You will be required to submit documents as required by law to verify your identification and employment authorization upon hire.

Do you have the legal right to work in the U.S.: .....

Do you have the legal right to work in the U.S.: .....

☐ Yes

☐ No

Are you at least 18 years of age: .....

Are you at least 18 years of age: .....

☐ Yes

☐ No

Do you have a valid driver's license or the ability to obtain one: .....

Do you have a valid driver's license or the ability to obtain one: .....

☐ Yes

☐ No

Have you ever been convicted of or please guilty to a felony: .....

Have you ever been convicted of or please guilty to a felony: .....

- ☐ Yes
- ☐ No

If yes, explain the nature of offense(s) leading to conviction(s), date of offense(s), and sentence(s) imposed: .....

## EDUCATION

High School Diploma or Graduate Equivalency Diploma (GED) and College Transcripts are required for verification of education prior to employment

High School Graduate: .....

High School Graduate: .....

- ☐ Yes
- ☐ No

If not a HS graduate, do you have a GED: .....

If not a HS graduate, do you have a GED: .....

- ☐ Yes
- ☐ No

High School Name or GED Agency: .....

School or Agency Address: .....

City of School or Agency: .....

ZIP of School or Agency: .....

State of School or Agency: .....

School or Agency phone number: .....

## ADDITIONAL EDUCATION (if needed)

List colleges, trades schools, or other form of training above the high school level.

Name of School: .....

Address: .....

City: .....

State: .....

ZIP Code: .....

Phone: .....

Number of credit hours: .....

Type of diploma, degree or certification: .....

Major subject: .....

ADDITIONAL SCHOOL (if needed)

Name of School: .....

Address: .....

City: .....

State: .....

ZIP Code: .....

Phone: .....

Number of credit hours: .....

Type of diploma, degree or certification: .....

Major subject: .....

ADDITIONAL EDUCATION (if needed)

Name of School: .....

Address: .....

City: .....

State: .....

ZIP Code: .....

Phone: .....

Number of credit hours: .....

Type of diploma, degree or certification: .....

Major subject: .....

#### ADDITIONAL EDUCATION (if needed)

Name of School: .....

Address: .....

City: .....

State: .....

ZIP Code: .....

Phone: .....

Number of credit hours: .....

Type of diploma, degree or certification: .....

Major subject: .....

#### TRAINING

Computer Skills (separate by semicolon): .....

Machines or Equipment (separate by semicolon): .....

Licenses and/or Certifications (separate by semicolon): .....

Additional training, skills, or professional knowledge (separate by semicolon): .....

## EMPLOYMENT HISTORY

List your employment experience, beginning with your current or last position and work back for the last 15 years. Include military experience and account for periods during which you were unemployed.

Are you currently employed: .....

Are you currently employed: .....

☐ Yes

☐ No

Can we contact your employer: .....

Can we contact your employer: .....

☐ Yes

☐ No

☐ Later

Employer: .....

Start date: .....

End date: .....

Address: .....

City: .....

State: .....

ZIP Code: .....

Phone: .....

Position title: .....

Starting salary: .....

Ending salary: .....

Number of hours worked per week: .....

Supervisor's name: .....

Supervisor's title: .....

Describe your duties: .....

Reason for leaving: .....

☐ ADDITIONAL EMPLOYMENT (if needed)

Employer: .....

Start date: .....

End date: .....

Address: .....

City: .....

State: .....

ZIP Code: .....

Phone: .....

Position title: .....

Starting salary: .....

Ending salary: .....

Number of hours worked per week: .....

Supervisor's name: .....

Supervisor's title: .....

Describe your duties: .....

Reason for leaving: .....

☐ ADDITIONAL EMPLOYMENT (if needed)



Employer: .....

Start date: .....

End date: .....

Address: .....

City: .....

State: .....

ZIP Code: .....

Phone: .....

Position title: .....

Starting salary: .....

Ending salary: .....

Number of hours worked per week: .....

Supervisor's name: .....

Supervisor's title: .....

Describe your duties: .....

Reason for leaving: .....

ADDITIONAL EMPLOYMENT (if needed)

Employer: .....

Start date: .....

End date: .....

Address: .....

City: .....

State: .....

ZIP Code: .....

Phone: .....

Position title: .....

Starting salary: .....

Ending salary: .....

Number of hours worked per week: .....

Supervisor's name: .....

Supervisor's title: .....

Describe your duties: .....

Reason for leaving: .....

#### ADDITIONAL EMPLOYMENT (if needed)

Employer: .....

Start date: .....

End date: .....

Address: .....

City: .....

State: .....

ZIP Code: .....

Phone: .....

Position title: .....

Starting salary: .....

Ending salary: .....

Number of hours worked per week: .....

Supervisor's name: .....

Supervisor's title: .....

Describe your duties: .....

Reason for leaving: .....

#### ADDITIONAL EMPLOYMENT (if needed)

Employer: .....

Start date: .....

End date: .....

Address: .....

City: .....

State: .....

ZIP Code: .....

Phone: .....

Position title: .....

Starting salary: .....

Ending salary: .....

Number of hours worked per week: .....

Supervisor's name: .....

Supervisor's title: .....

Describe your duties: .....

Reason for leaving: .....

#### ADDITIONAL EMPLOYMENT (if needed)

Employer: .....

Start date: .....

End date: .....

Address: .....

City: .....

State: .....

ZIP Code: .....

Phone: .....

Position title: .....

Starting salary: .....

Ending salary: .....

Number of hours worked per week: .....

Supervisor's name: .....

Supervisor's title: .....

Describe your duties: .....

Reason for leaving: .....

#### REFERENCES

List three (3) references, excluding relatives.

Reference #1

Name: .....

Occupation: .....

How long have you known this person: .....

Address: .....

City: .....

State: .....

ZIP Code: .....

Phone: .....

Reference #2

Name: .....

Occupation: .....

How long have you known this person: .....

Address: .....

City: .....

State: .....

ZIP Code: .....

Phone: .....

Reference #3

Name: .....

Occupation: .....

How long have you known this person: .....

Address: .....

City: .....

State: .....

ZIP Code: .....

Phone: .....

#### ADDITIONAL INFORMATION

In the space below, please provide any additional information that you feel may be helpful to the City in arriving at a decision concerning your qualifications for employment

Description : .....

#### OPTIONAL INFORMATION

##### MILITARY SERVICE

Have you ever served in the Armed Forces: .....

Have you ever served in the Armed Forces: .....

☐ Yes

☐ No

If yes, give dates of service and type of discharge: .....

List military duties, including special training: .....

#### PLEASE READ CAREFULLY BEFORE SIGNING / PRE-EMPLOYMENT STATEMENTS

I certify the statements made by me in this application are true, complete, and correct to the best of my knowledge, and are made by me in good faith. I understand that any falsifications, misrepresentations or omission of facts in this application may be cause for my elimination from consideration for hire, or, if already hired, cause for my dismissal, regardless of the time that elapses before such false information is discovered ... I understand that if chosen for employment I must undergo a drug test, and I may be

required to undergo a job related physical requirements test, given at the city's expense. ... I understand and agree that employees are "at-will" and employment with the City of Crowley is for no definite period of time and that wages, benefits, and conditions of employment can be changed at any time. ... I understand that consideration of my employment in this position is contingent upon the result of a reference and background check. ... I understand all employment eligibility is verified through the Department of Homeland Security with E-Verify®. E-Verify® is a registered trademark of the U.S. Department of Homeland Security. ... Pre-employment Drug Tests: I hereby authorize the City of Crowley and its agents to conduct any urine drug tests they deem necessary. I understand that proper "chain of custody" procedures will be maintained and that the testing will be conducted by a NIDA Certified laboratory. I hereby authorize the release to the City of Crowley all results of any drug tests performed by any doctors, clinics, or laboratories to which I have been referred. This information is authorized to be used by the City of Crowley for the sole purpose of employment-related matters. ... Release of Personal Data: I hereby authorize any investigator or duly accredited representative of the City of Crowley to obtain any information from schools, residential management agents, employers, criminal justice agencies, or individuals, relating to my activities. This information may include, but is not limited to, academic, residential, achievement, performance, attendance, credit, disciplinary, driving, arrest and conviction records and personal history. I hereby direct you to release such information upon request of the bearer. I understand that the information released is for official use by the City and may be disclosed to such third parties as necessary in the fulfillment of official responsibilities. ... I direct you to release such information upon request of the duly accredited representative of any authorized agency regardless of any agreement I may have previously made with you to the contrary. ... I hereby release any individual, including records custodians, from any and all liability for damages of whatever kind or nature which may at any time result to me on account of compliance, or any attempts to comply, with this authorization. A copy of this authorization shall be as effective as the original. ... E-signature: I understand that if I am hired, it will be at the discretion of the Department Head, subject to the approval of Human Resources and the City Manager, per policy. I understand that City employment is "at will" which means that the City has no obligation to continue to employ me in the future. ... By submitting my application on line, I am authorizing the City of Crowley to investigate and verify any representations made by me, either orally or in writing. I hereby release the City and any individual who provides or obtains information for this application from liability. I am also aware that my application is subject to the Texas open records law and may be released as a public document. I also understand that this application is the property of the City of Crowley and will become a part of my personnel file if I am hired. Misrepresentations or false statements will result in failure to be considered for employment and/or termination, if hired. This employment action may happen at any time, whether false information is discovered prior to or after employment. Applicants that are called for

interviews will be required to sign a copy of their application at that time.

I have read and agree to the City's e-signature policy: .....

I have read and agree to the City's e-signature policy: .....

☐ Yes

☐ No

Applicant's printed name: .....

Are you at least 18 years old: .....

Are you at least 18 years old: .....

☐ Yes

☐ No

Date: .....

If applicant is under the age of 18, prior to pre-employment, drug screen and/or physical, a parent or guardian is required to sign

#### EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

To the Applicant: Answering the below questions is entirely voluntary and has no reflection on your potential employment should you chose not to answer. The City of Crowley is committed to a policy of equal employment opportunity. We gather and maintain certain information for government record-keeping requirements only. This page will be detached from your application immediately upon receipt, and this information will not be used for making interviewing or hiring decisions.

First name: .....

Last name: .....

Position for which you are applying: .....

Date applied: .....

Male: .....

Male: .....

☐ Yes

☐ No

Female: .....

Female: .....



- ☐ Yes
- ☐ No

Driver's License: .....

Driver's License: .....

- ☐ Yes
- ☐ No

Type of license: .....

Type of license: .....

- ☐ A-CDL
- ☐ B-CDL
- ☐ Class C

Race/National origin: .....

Race/National origin: .....

- ☐ Hispanic or Latino
- ☐ American Indian or Alaska Native
- ☐ White
- ☐ Black or African American
- ☐ Native Hawaiian or Other Pacific Islander
- ☐ Asian
- ☐ Two or more races

Education level: .....

Grade school: .....

Grade school: .....

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5
- ☐ 6
- ☐ 7
- ☐ 8

High school: .....

High school: .....

- ☐ 9
- ☐ 10
- ☐ 11
- ☐ 12

College: .....

College: .....

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4

Graduate school: .....

Graduate school: .....

- ☐ 1
- ☐ 2
- ☐ 4

How did you hear about this vacancy: .....

How did you hear about this vacancy: .....

- ☐ Professional organization
- ☐ Friend or relative
- ☐ City's website
- ☐ Newspaper
- ☐ Social media
- ☐ College, school
- ☐ City employee

Upload Resume (if desired)

Choose

a  
file

Upload

One file only.

2 MB limit.

Allowed types: pdf, doc, docx.

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