



**CITY OF PALESTINE**

**HUMAN RESOURCES**

504 N. Queen Street

Palestine, TX 75801

Tele: 903.731.8421

Fax: 903.731.8461

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**City of Palestine, Texas  
Employment Information Page**

**An Equal Opportunity Employer**

Thank you for your interest in employment with the City of Palestine. The City of Palestine is an equal opportunity employer and does not discriminate in employment practices based on race, color, sex, religion, national origin, age, or disability. Reasonable accommodation for persons with disabilities will be made upon request. Please provide at least 48 hours advance notice of your need for an accommodation.

**Information For Applicants  
(Please Read Carefully)**

- The City of Palestine requires all individuals who wish to be considered for employment to **complete and sign a City of Palestine Employment Application Form**. A resume may be attached to the application but not substituted for the application. Incomplete applications will not be processed.
- Completed applications **must** be received in the Human Resources Office by 5:00 p.m. on the date of the deadline to apply. Application forms postmarked by the date of the deadline to apply may be accepted if received in a timely manner.
- The application form and all attachments become the official property of the City of Palestine. Any questions, concerns, and/or complaints regarding the application process should be directed to the Human Resources Department.
- The process takes a **minimum** of 2-3 weeks from the date of the deadline to apply; however, some positions may take longer. The Hiring Department will contact applications selected for interviews and will make the final hiring decision.
- For information concerning the status of your application, please call the Human Resources Department at (903) 731-8421.
- All information on the application form and any attached resume you submit is subject to verification by the Hiring Department or Human Resources Department. As a condition of employment, applicants will be subject to a criminal background check, drug test, and verification/review of driver's license record. Applicants refusing to cooperate, failing to show up for a scheduled appointment or failing to successfully pass required tests will be disqualified for consideration of employment with the City of Palestine for a one year period.



# EMPLOYMENT APPLICATION

## An Equal Opportunity Employer

City of Palestine, Texas

Specific position applying for: \_\_\_\_\_ Desired Salary: \_\_\_\_\_

Additional positions applying for: \_\_\_\_\_

Are you seeking  Full-time  Part-time  Temporary/Seasonal employment? Date available for work \_\_\_\_\_

Last Name			First Name			Middle Name					
Present Street Address			City			State			Zip Code		
Home Telephone				Work Telephone				Email (optional)			
If under 18 years of age, can you provide required proof of your eligibility to work?						Yes <input type="checkbox"/>		No <input type="checkbox"/>			
Are you legally eligible to work in the U. S. ? (Verification will be required upon hire)						Yes <input type="checkbox"/>		No <input type="checkbox"/>			
Have you ever served in the Armed Forces?				Yes <input type="checkbox"/>		No <input type="checkbox"/>		Date of Service: _____ to _____			
Type of Discharge: _____											

Are you currently a City employee? Yes  No  If yes, list the department and position: \_\_\_\_\_

Have you ever been employed by the City? Yes  No  If yes, list the department(s) and dates below:

Department	Position	From	To

Are you related by blood or marriage to any current City of Palestine employee or current Council member? Yes  No

if yes, please provide the following information:

Department	Position	From	To

**For Office Use Only:**

## EDUCATION

List Name and Address of Schools:	Number of Years Completed	Diploma/ Degree/ Certificate
High School or GED: _____ _____		
College or University: _____ _____		
Subjects Studied: _____ _____		
Vocational or Technical: _____ _____		
Subjects Studied: _____ _____		

## JOB RELATED SKILLS AND/OR LICENSES AND CERTIFICATIONS

What skills or additional training do you have that are related to the job for which you are applying?

Typing (wpm) \_\_\_\_\_ Ten-key by touch \_\_\_\_\_

Computer software \_\_\_\_\_

Heavy equipment \_\_\_\_\_

Technical/Skilled craft (mechanic, electrician, engineering, etc.) \_\_\_\_\_

Maintenance skills (painting, custodial, grounds, etc.) \_\_\_\_\_

Supervisory/Management Skills \_\_\_\_\_

Customer Service/Interpersonal Relations \_\_\_\_\_

Other special skills \_\_\_\_\_

**Bilingual Skills**

<u>Language</u>	<u>Speak</u>	<u>Read</u>	<u>Write</u>
_____	<input type="checkbox"/> Fluent <input type="checkbox"/> Good <input type="checkbox"/> Fair	<input type="checkbox"/> Fluent <input type="checkbox"/> Good <input type="checkbox"/> Fair	<input type="checkbox"/> Fluent <input type="checkbox"/> Good <input type="checkbox"/> Fair
_____	<input type="checkbox"/> Fluent <input type="checkbox"/> Good <input type="checkbox"/> Fair	<input type="checkbox"/> Fluent <input type="checkbox"/> Good <input type="checkbox"/> Fair	<input type="checkbox"/> Fluent <input type="checkbox"/> Good <input type="checkbox"/> Fair
_____	<input type="checkbox"/> Fluent <input type="checkbox"/> Good <input type="checkbox"/> Fair	<input type="checkbox"/> Fluent <input type="checkbox"/> Good <input type="checkbox"/> Fair	<input type="checkbox"/> Fluent <input type="checkbox"/> Good <input type="checkbox"/> Fair

NOTE: Applicants may be required to provide copies of licenses and certifications.

List professional, trade, business or civic activities and offices held. (Exclude labor organizations and memberships which reveal race, color, religion, national origin, sex, age, disability or other protected status.)

\_\_\_\_\_

\_\_\_\_\_

Driver's License Number \_\_\_\_\_ License issued by the State of: \_\_\_\_\_

What type of license do you have? Commercial (CDL) Class  A  B  C or Operators Class  A  B  C

## EMPLOYMENT HISTORY

List names of employers in consecutive order with present or last employer listed first.

Name of Employer	Supervisor(s) Name/Title
Address	Employed
City, State, Zip Code	From (mo/yr) / To (mo/yr) /
Telephone	May we contact this employer?    Yes <input type="checkbox"/> No <input type="checkbox"/>
Position Title	Reason for Leaving
Job Duties	Hourly Rate/Salary: Starting                      Final
What did/do you like the most about this position? _____, the least? _____	

Name of Employer	Supervisor(s) Name/Title
Address	Employed
City, State, Zip Code	From (mo/yr) / To (mo/yr) /
Telephone	May we contact this employer?    Yes <input type="checkbox"/> No <input type="checkbox"/>
Position Title	Reason for Leaving
Job Duties	Hourly Rate/Salary: Starting                      Final
What did/do you like the most about this position? _____, the least? _____	

Name of Employer	Supervisor(s) Name/Title
Address	Employed
City, State, Zip Code	From (mo/yr) / To (mo/yr) /
Telephone	May we contact this employer?    Yes <input type="checkbox"/> No <input type="checkbox"/>
Position Title	Reason for Leaving
Job Duties	Hourly Rate/Salary: Starting                      Final
What did/do you like the most about this position? _____, the least? _____	

Comments: Include explanation of any gaps in employment: _____ _____
Have you ever been discharged from any employment or asked to resign in lieu of discharge? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, specify the circumstances: _____ _____

Have you worked or attended school under any other names? Yes  No   
 If yes, give names: \_\_\_\_\_

**EMPLOYMENT, PROFESSIONAL, AND/OR ACADEMIC REFERENCES**

Name	Address	Telephone	Type of Acquaintance	Years Known

**SOURCE OF REFERRAL**

How did you find out about us/this position?

Walk-in       City Employee       Job Line       Cable Television       Internet Web Page  
 Newspaper \_\_\_\_\_       Radio \_\_\_\_\_  
 Professional Journal \_\_\_\_\_       Job Fair \_\_\_\_\_  
 Recruiting Drive \_\_\_\_\_       Other \_\_\_\_\_

**PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING**

By my signature below, I certify, authorize or acknowledge:

That all the information provided by me in connection with my application, whether on this document or on any attachment, is complete, true and correct. I know the City will rely upon this information in making a decision to hire me. Consequently, I further understand that any misstatement, falsification, or omission of information will void my application and prevent any further processing. If the City obtains such information after I am hired, I will be subject to termination from my employment with the City.

For the purpose of verification, any persons, organizations, and educational institutions listed on this application or any attachment may give any and all requested information concerning my previous employment, education, experience or other information to the City.

That as a condition of employment with the City, I must successfully pass a thorough background investigation, which may include a criminal history check, driving record verification, etc.

That as a condition of employment with the City, I may be required to submit to a medical examination and/or drug test by a physician or laboratory selected by and at the expense of the City at such time as is required.

That any offer of employment with the City of Palestine is at-will and does not constitute a promise or guarantee that my employment will continue for any specified period of time.

That any employment offer will be at the continuing discretion of the department directors, division managers and supervisors concerned. I am aware that this application and all attachments will become the property of the City and will become a part of my personnel file if I am accepted for employment.

That if employed, I must successfully complete an introductory period of employment.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit completed application in person or by fax to:  
 City of Palestine, Texas  
 Human Resources Department  
 504 N. Queen Street  
 Palestine, TX 75801

Fax: (903) 731-8461

**CITY OF PALESTINE, TEXAS**  
**Voluntary Disclosure Statement**

**IMPORTANT: The City of Palestine is an Equal Opportunity Employer and does not discriminate against any individual on the basis of race, color, sex, religion, national origin, age or disability. You are invited to complete the following information to assist us in complying with federal record keeping requirements. Your response shall remain confidential, will be kept separately from your application, and shall in no way affect a decision regarding your employment.**

NAME: \_\_\_\_\_

AGE:  Under 40       Over 40      SEX:  Male       Female

**RACE/ETHNIC IDENTIFICATION**

- White      Includes persons having origins in any of the original peoples of Europe, North Africa, or Middle East.
- Black      Includes persons having origins in any of the black racial groups of Africa.
- Hispanic      Includes persons of Mexican, Puerto Rican, Cuban, Central, or South American, or their Spanish culture or origin, regardless of race.
- Asian or Pacific Islander      Includes persons having origins in any of the original peoples of the Far East, Southeast, Asian, the Indian Subcontinent, or the Pacific Islands. This area includes: China, Japan, Korea, The Philippine Islands, and Samoa.
- American Indian or Alaska Native      Includes persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.

**VETERAN STATUS**

- None (includes those with insufficient military service to qualify for Veteran Status)
- Non-Disabled Vietnam-era Veteran
- Non-Disabled Veteran other than Vietnam Conflict
- Disabled Vietnam-era Veteran
- Disabled Veteran

**AMERICAN WITH DISABILITIES ACT (ADA) STATUS**

Do you have a disability under ADA?     Yes     No  
(Physical or mental impairment that substantially limits one or more life activities, record of such an impairment, or regarded as having such an impairment.)

**SOURCE OF REFERRAL:**

How did you find out about us/this position?

- Walk-in     City Employee     Job Line     Cable Television     Internet Web Page
- Radio \_\_\_\_\_     Professional Journal \_\_\_\_\_
- Newspaper \_\_\_\_\_     Recruiting Drive \_\_\_\_\_
- Job Fair \_\_\_\_\_     Other \_\_\_\_\_