



PLEASE READ CAREFULLY

Thank you for your interest in employment with the City of Dripping Springs. **In order to have your application processed, you must thoroughly answer all questions on the application form. Applications filled out incompletely will not be considered.** While we encourage you to attach a resume, please note that a resume will not substitute for completing any portion of this application. All information will be treated confidentially.

City of Dripping Springs offers reasonable accommodation in the employment process for individuals with disabilities. If you need assistance with the application or hiring process to accommodate a disability, you may request an accommodation at any time. Please call 512-858-4725 to arrange this accommodation.

The City of Dripping Springs is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, sex, age, national origin, disability, veteran status, or other legally protected classification.

City of Dripping Springs
P.O. Box 384
Dripping Springs, Texas 78620
512-858-4725

General Information

Last Name		First		Middle Initial	Social Security No.
Street Address			City	State	Zip Code
Home Phone ()		Work/Cell ()		E-Mail	
Position Applied For (Title)		Department Code	Job	Salary Requirement	Date Available
How did you learn of this vacancy (please list the specific employee, newspaper, web site, or other source)?					
Have you previously used any other names besides what is provided above? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please specify below:					
Are you over 18 years old? <input type="checkbox"/> No <input type="checkbox"/> Yes If no, signature of legal guardian required:					
Are you eligible for employment in the United States? <input type="checkbox"/> No <input type="checkbox"/> Yes (If offered employment, you will be required to provide documentation to verify eligibility.)					

Previous Affiliation

Are you now or have you ever been employed by the City of Dripping Springs? No Yes
If yes, please list the location, title, department, and dates below:

Education

High School Name		City	State	Diploma/Equivalent? <input type="checkbox"/> Yes <input type="checkbox"/> No
College and/or Technical School Name		City	State	Degree? <input type="checkbox"/> Yes <input type="checkbox"/> No
Major		Degree Earned		If degree not earned, years completed: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Other Training or Degrees School Name			City	State
Major			Degree Earned	

Professional Licenses or Certifications

Title	No.	Issuing State or Organization	Expiration Date
Title	No.	Issuing State or Organization	Expiration Date

Record of Conviction

Have you ever been found guilty of, or plead no contest to, a crime other than a minor traffic offense (including during Military Service)? No Yes If yes, explain:

A record of a criminal conviction will not necessarily bar you from employment.

Equal Opportunity Employer

Employment History: List current/last employers first, include U.S. military service.

Employer Name		Address		City	State	Zip Code
Telephone No. ()		Your Title			Department	
Beginning Date	Ending Date	Final Salary	Supervisor's Name & Title			
If you are still employed, may we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Summary of duties:						
Reason for leaving:						

Employer Name		Address		City	State	Zip Code
Telephone No. ()		Your Title			Department	
Beginning Date	Ending Date	Final Salary	Supervisor's Name & Title			
Summary of duties:						
Reason for leaving:						

Employer Name		Address		City	State	Zip Code
Telephone No. ()		Your Title			Department	
Beginning Date	Ending Date	Final Salary	Supervisor's Name & Title			
Summary of duties:						
Reason for leaving:						

If you wish to describe additional work experience, attach the above information for each position on a separate piece of paper.

Skills

List of software in which you are proficient:								
List computer programming language in which you are proficient:								
Second Languages (including Sign Language):		Fluency						
Language	Written				Spoken			
	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Please list any other skills relevant to the position for which you are applying:								

Have you ever been discharged or asked to resign from a job? No Yes If yes, explain:

Please list three references (not related to you. References may include former employers, neighbors, organizational affiliates, co-workers etc) that will speak to your character and/or ability to perform the required duties of the job to which you are applying.

Reference Name	Address	City	State	Zip Code
Telephone No. ()	Title		How do you know this person?	
E-mail				
Reference Name	Address	City	State	Zip Code
Telephone No. ()	Title		How do you know this person?	
E-mail				
Reference Name	Address	City	State	Zip Code
Telephone No. ()	Title		How do you know this person?	
E-mail				

Employment with the City of Dripping Springs is contingent upon a successful interview and the clear results of an all-county criminal and sex offender background check. Additional information may be required to fulfill this requirement.

I hereby certify that the information in this employment application is true and complete to the best of my knowledge. I understand that false statements of any kind or omission of information called for on this application are a basis for disqualification or dismissal, regardless of when discovered. I understand that this application is not a contract, offer, or promise of employment. I understand that any employment offered is for an indefinite duration, unless otherwise specified in writing, and is at-will, which means that either I or the City of Dripping Springs may terminate my employment at any time with or without notice or cause. I further understand that neither the policies, rules, regulations of employment, application for employment, nor anything said during the interview process shall be deemed to constitute an employment contract, expressed or implied.

I agree that City of Dripping Springs, in considering my application for employment, may verify the information set forth on this application and obtain additional information relating to my background and qualifications. I authorize all persons, schools, companies, corporations, financial institutions, and enforcement agencies to supply to City of Dripping Springs any information concerning my background.

I have read, understand, and agree to the foregoing.

Signature of Applicant: _____ Date: _____

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The City of Dripping Springs is an equal opportunity employer. In recognition of its responsibility to its paid and volunteer staff, and the community it serves, the City of Dripping Springs affirms its policy to assure fair and equal treatment in all of its employment practices for all persons. We consider applicants for all positions without regard to race, color, religion, sex, age, national origin, disability, veteran status, or other legally protected classification.