



APPLICANT INFORMATION

City of Rockwall Applicants,

Before completing the Employment Application on the pages listed below, please take a few minutes to read this page so that you will be better informed about the City of Rockwall's application process. Please be advised that The City of Rockwall is a Drug Free Workplace and all applicants receiving a contingent offer of employee will be drug tested.

Applicants needing assistance during any phase of the application, interview or employment process will need to contact a Human Resources Representative. Every reasonable effort will be made to accommodate your needs in a timely manner.

What do I need to know about completing an application? You must meet the minimum requirements for a position to complete an application and apply for that position. All questions must be answered completely and accurately. Do **NOT** write ***See Attached Resume*** anywhere on the application or your application will not be further considered. Any gaps in employment must be explained on your application.

Please note: Resumes must be submitted with an application and will **NOT** be accepted with personal information (i.e., nationality, race, age, family status, or hobbies, etc.)

How are vacancies advertised? Job openings are posted at City Hall on the public bulletin board, city's website at www.rockwall.com, Job Line at 972-771-7710 and may also be posted in newspapers, trade journals and professional association newsletters, as necessary.

How frequently are new jobs advertised? The job openings and Job Line are updated when a position becomes vacant or a new position has been approved.

What is the deadline for submitting my application? A deadline is established for most positions advertised. All applications must be submitted to the Human Resources office on or before the closing date. Applications submitted after the closing date and time will not be considered.

What happens to my application after I leave it in the Human Resources office? All applications for a current vacancy are reviewed by Human Resources to determine if the application meets minimum qualifications required for the position. If the application does not clearly indicate the required minimum qualifications, no further processing occurs. If it does meet minimum requirements it is then forwarded to the hiring supervisor.

Will I be called about the status of my application? Only those applicants who are selected for an interview will be contacted.

If my application is selected for an interview, how long does it take after I submit my application before I am called? The length of time depends on how long it is necessary to advertise the vacancy, the number of applicants to review and the time required to review the applications by the Department.

What happens after the department interviews me and a conditional offer of employment is made? If a conditional offer of employment is made, you will be contacted to complete Post Offer paperwork, which includes a medical/physical examination, drug-screening and any other necessary testing directly related to the position. Additional testing of job-related skills may be required prior to employment as well.

Other conditions of employment may be required before you are ready to report for work. Documents will be required in order to prove "Right to Work" (I-9). We may use E-Verify to verify employment eligibility.

Please contact a Human Resource Representative at 972-771-7700 if you have any questions

THE CITY OF ROCKWALL IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER



**CITY OF ROCKWALL
EMPLOYMENT APPLICATION
385 S. GOLIAD * ROCKWALL, TX 75087
972-771-7700 * 972-771-7766 FAX**

Instructions: Please complete in full. Print or type ALL information. Omitted questions may be grounds for disqualification of your application. Applicants will only be considered for the "open position(s)" listed on the application form. 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	Zip
()	()	()	
Home Phone #	Work Phone #	Cell Phone #	
E-Mail Address: _____			

Circle choice where appropriate

Are you under 18 years of age? YES NO

Have you ever filed an application with us before? YES NO
If Yes, please give date: _____

Have you ever been employed with us before? YES NO
If Yes, please give date: _____

Do you have friends or relatives that work for the City? YES NO
If Yes, please give name: _____

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: Full Time Part Time Shift Work 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?
(Conviction will not necessarily disqualify an applicant from employment) YES NO

If Yes, please explain: _____

FOR LAW ENFORCEMENT APPLICANTS ONLY

Are you a U.S. Citizen? YES NO

EDUCATION

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

Describe any specialized skills, training, or apprenticeship

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

Indicate any languages you can speak, read and/or write other than English			
	Fluent	Good	Fair
Speak			
Read			
Write			

Specialized Skills		Check Skills / Equipment Operated	
		Production / Mobile Machinery (List)	Other (List)
<input type="checkbox"/> PBX System	<input type="checkbox"/> Fax		
<input type="checkbox"/> PC	<input type="checkbox"/> Excel		
<input type="checkbox"/> Calculator	<input type="checkbox"/> Word		
<input type="checkbox"/> Typewriter	<input type="checkbox"/> Other		
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.

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

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

NOTE TO APPLICANTS: Do not answer this question unless you have been given the job description for the position in which you are applying.

Do you understand the essential functions of the job in which you are applying?

YES 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>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>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>Address</i>	<i>City</i>	<i>State</i>	<i># of years known</i>

APPLICANT'S STATEMENT

I understand the City of Rockwall receives a large number of applications, and as a result, it is not possible for City representatives to personally interview every applicant. I understand that this application, along with any attachments, becomes the property of the City of Rockwall and that all information submitted is subject to verification. I authorize and give permission to 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 City of Rockwall 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 City of Rockwall policies and procedures.

This application shall be considered active for a period of time **not to exceed 45 days**. Anyone wishing to be considered for employment for an open position beyond this time period must complete a new application.

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 CITY OF ROCKWALL IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

EQUAL EMPLOYMENT OPPORTUNITY DATA
City of Rockwall, Texas

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

TO THE APPLICANT: The commitment of the City of Rockwall to a policy of Equal Employment Opportunity 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+