



Circle last grade of school completed: 1 2 3 4 5 6 7 8 9 10 11 12

Diploma? Yes\_\_\_\_ No\_\_\_\_ GED? Yes\_\_\_\_ No\_\_\_\_

Name of Last School Attended:

List your education since high school, including colleges, business, technical trade, correspondence and military service schools.

School Name	City & State	From Mo./Yr.	To Mo./Yr.	Major/Minor	Degree or Certificate

Give employment record as completely as possible, starting with your present or last employer. Insert an additional page if necessary. For any unemployed periods, show dates and location.

Company Name	Address:	Employment Mo./Yr.	Total Time Worked	Rate of Pay	Your Position/Title Supervisor's Name
1.	City State	Start End	Years Months	Start End	
Reason For Leaving			Briefly Explain Your Duties		

Company Name	Address:	Employment Mo./Yr.	Total Time Worked	Rate of Pay	Your Position/Title Supervisor's Name
2.	City State	Start End	Years Months	Start End	
Reason For Leaving			Briefly Explain Your Duties		

Company Name	Address:	Employment Mo./Yr.	Total Time Worked	Rate of Pay	Your Position/Title Supervisor's Name
3.	City State	Start End	Years Months	Start End	
Reason For Leaving			Briefly Explain Your Duties		

**Check Any Skills You Have**

Type WPM\_\_\_\_\_ Shorthand WPM\_\_\_\_\_ Dictaphone\_\_\_\_\_ Ten Key\_\_\_\_\_ Computer\_\_\_\_\_

List software programs you are familiar with:\_\_\_\_\_

List any experiences, skills, or qualifications which you feel best qualify you for the position you are seeking:\_\_\_\_\_

\_\_\_\_\_

Why do you want to work for the City of Borger?\_\_\_\_\_

\_\_\_\_\_

Are you willing to take a physical examination at the expense of the City? Yes \_\_\_ No \_\_\_  
 Do you authorize the City of Borger to contact your present employer? Yes \_\_\_ No \_\_\_

**PERSONAL REFERENCES (Not former employers or relatives)**

Name and Occupation	Address	Telephone Number

**APPLICANT'S STATEMENT**

I certify that the information contained in this application is correct to the best of my knowledge, and understand that falsification of this application in any detail is grounds for disqualification for employment in accordance with City policy. I agree to conform to the rules and regulations of the City of Borger, and understand that my employment is conditional upon my completion of a physical examination and a subsequent recommendation by the City Physician and includes a standardized drug screening examination. All non-elected officers and employees can terminate the employment and compensation at will at any time with or without cause, and with or without notice.

\_\_\_\_\_ Signature of Applicant

\_\_\_\_\_ Date Signed

\_\_\_\_\_ **THE CITY OF BORGER IS AN EQUAL EMPLOYMENT EMPLOYER.** \_\_\_\_\_

**Applicant – Do not write in the space below this point.  
 For use by City of Borger Personnel Department only.**

REFERENCE AND EMPLOYMENT CHECK	
RESULTS	RESULTS
1.	5.
2.	A.
3.	B.
4.	C.

# City of Borger, Texas

## Police Department

### Release of information

I, \_\_\_\_\_, understand that, as part of the City of Borger's employment procedure, a background check with the Texas Department of Public Safety including, but not limited to, criminal history and driving record, may be made which will provide additional information regarding my background.

I hereby give the City of Borger the right to make a thorough investigation of my past employment and activities and I release from all liability all persons, companies, and corporations supplying such information. I understand that any false answer or statements or implications made by me in this application or other required documents shall be considered sufficient cause for denial of employment or discharge.

Additionally, I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between the City of Borger and myself for either employment or for the providing of any benefit. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon the City of Borger unless made in writing. If an employment relationship is established, I understand that each employee has the right to terminate employment at any time and that the City of Borger retains a similar right.

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Signature of Applicant

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Date