



Application For Employment

Equal Opportunity Employer

City of Lucas

665 Country Club Road

Lucas, Texas 75002

972.912.1204

Fax 972.727.0091

jbabcock@lucastexas.us

If you need an accommodation during any phase of the application, interview, or employment process or any pre-employment testing, please notify Human Resources at 972.912.1204 and every reasonable effort will be made to accommodate your needs in a timely manner. All applications submitted will be applicable only for the specific position being applied for and will remain on an "active" status until that vacancy has been filled.

Applicant Information

Applicant Name: _____ Date: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Physical Address: _____ City: _____ State: _____ Zip: _____
Cell Phone: _____ Other Phone: _____ Email: _____

Position Information

Position Applying For: _____
What type of employment are you willing to accept? ☐ Full-Time ☐ Part-Time ☐ Temporary
What date are you available for work? _____
How did you learn of this job posting? ☐ City Hall Website: _____ Other: _____

General Information

Are you over 18 years old? ☐ Yes ☐ No
Are you known by any other name? ☐ Yes ☐ No
If yes, by what name? _____
Have you worked for the City before? ☐ Yes ☐ No
If yes, provide department name: _____
Are you related to any elected official or employee of the City?
☐ Yes ☐ No
If yes, provide the person's name, department
and relationship to you: _____

Have you been told the essential functions of
the job or have you reviewed the job descrip-
tion? ☐ Yes ☐ No

Can you perform the essential functions with
or without reasonable accommodation? ☐ Yes ☐ No

The City of Lucas has adopted a Drug and
Alcohol Policy to maintain a drug-free work-
place. Any applicant applying for employ-
ment in a safety related position with the
City will be required to submit to testing for
illegal drug use prior to employment. Em-
ployment will be contingent upon a negative
drug test result. If required will you submit
to a drug testing? ☐ Yes ☐ No

Are you authorized to work in the United
States on an unrestricted basis? ☐ Yes ☐ No

Education History

Education Type	Name & Location of School	Major	Diploma / Degree

Licenses & Certifications

License Type	Issuing Agency	Number	Expiration Date

Special Skills & Qualifications

Summarize special skills and qualifications acquired from employment, education or experience.

Work History

List below each job held. Start with your current or last job. Include military service, paid, or unpaid, full or part time, summer job, etc.
“See resume” is not acceptable. Previous employers will be contacted to verify your employment record. Add additional pages as necessary.

May we contact your current employer? ☐ Yes ☐ No

Employer: _____ Phone: _____

Address: _____

Name and Title of Supervisor: _____

Date Started: _____ Starting Position: _____ Starting Pay: \$_____ per / _____

Date Ended: _____ Ending Position: _____ Ending Pay: \$_____ per / _____

Work Performed: _____

Reason for Leaving: _____

Work History Continued

May we contact this employer?

☐ Yes

☐ No

Employer: _____ Phone: _____

Address: _____

Name and Title of Supervisor: _____

Date Started: _____ Starting Position: _____ Starting Pay: \$ _____ per / _____

Date Ended: _____ Ending Position: _____ Ending Pay: \$ _____ per / _____

Work Performed: _____

Reason for Leaving: _____

May we contact this employer?

☐ Yes

☐ No

Employer: _____ Phone: _____

Address: _____

Name and Title of Supervisor: _____

Date Started: _____ Starting Position: _____ Starting Pay: \$ _____ per / _____

Date Ended: _____ Ending Position: _____ Ending Pay: \$ _____ per / _____

Work Performed: _____

Reason for Leaving: _____

References

Provide name, e-mail and phone number of three (3) professional references.

Name	E-mail	Phone	Occupation
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Emergency Contacts

Identify below the person (s) to be notified in case of an emergency

Name	Phone
_____	_____
_____	_____
_____	_____
_____	_____

E-Verify

The Immigration Reform and Control Act of 1986 requires employers to verify the citizenship, or authorization to work in the United States, on all individuals since November 6, 1986. Documentation is required no later than three days from employment commencement. It is the employee's responsibility to assure the Human Resources Division receives the appropriate documentation.

The City uses E-Verify to validate the identity and employment eligibility of all persons hired to work for the City of Lucas. E-Verify compares information from an employee's Form I-9 to data from U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility.

Certification

I hereby certify that answers given herein are true and complete to the best of my knowledge and agree that if employed, any misrepresentation, falsification or omissions of facts thereon shall justify my dismissal.

I hereby authorize the City of Lucas to fully investigate my record and work qualifications either before or after my employment by the city of Lucas and to facilitate such investigation, I also hereby authorize any persons, office, agency or source, having information and knowledge about my personal, employment, military, education, driving record, criminal, credit or financial history; prior work related injury information, physical screening, drug screening and other related matters as may be necessary in arriving at an employment decision to furnish and release such information to the City of Lucas. I hereby release employers, schools, agencies, or persons from all liability in responding to inquiries in connection with my application.

I understand that additional testing of job-related skills and drug screening is required when applying for safety related positions prior to employment. After a contingent job offer of employment, and prior to reporting to work. Depending on the needs of the job, I may be required to be examined by a medical professional designated by the City to determine my ability to perform the essential functions of the job, with or without reasonable accommodation.

In submitting this application, I understand that it becomes the property of the City of Lucas and will not be returned or altered by the City staff. I hereby understand and acknowledge that, any employment relationship with the City is of an "at will" nature, which means any employee may be removed by the City Manager at any time in accordance with applicable law and policies.

Print Name: _____

Signature: _____

Date: _____

Please forward completed application form to:

City of Lucas
Attn: Human Resources
665 Country Club Road
Lucas, TX 75002
Fax: (972) 727-0091
Email: jbabcock@lucastexas.us

Resumes can be attached to the application form for additional information but cannot be substituted for the City Application form. The application must be completed in full.

An applicant is an individual who fully completes an employment application for a position that is currently open, and who meets the qualifications for the position. If your application does not meet the definition of an applicant it will not be considered.

The City will not accept applications for employment unless in response to a posted position.

The City of Lucas is an equal opportunity employer. The City strives to comply with state and federal laws regarding discrimination based on race, creed, color, sex, religion, national origin, age, disability, veteran status or political affiliation. In addition, the City of Lucas complies with all other state and local laws prohibiting discrimination in those areas where such laws apply. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of a job.