



# Application For Employment

Equal Opportunity Employer

**City of Lucas**

665 Country Club Road

Lucas, Texas 75002

972.912.1204

Fax 972.727.0091

acohen@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 description?  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 workplace. Any applicant applying for employment in a safety related position with the

City will be required to submit to testing for illegal drug use prior to employment. Employment 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 in 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: [acohen@lucastexas.us](mailto:acohen@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.