

**CITY OF EL PASO EMPLOYMENT APPLICATION**



**CITY OF EL PASO**  
 2 Civic Center Plaza - 3rd Floor  
 El Paso, Texas 79901-1153  
 915.541.4504 or 915.541.4578  
<http://www.elpasotexas.gov>

Received: \_\_\_\_\_

**For Official Use Only:**

QUAL: \_\_\_\_\_

DNQ: \_\_\_\_\_

Experience

Training

Other: \_\_\_\_\_

<b>NAME:</b> (Last, First, Middle)	<b>SOCIAL SECURITY NUMBER:</b>
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**ADDRESS:**(Street, City, State, Zip Code)

<b>HOME PHONE:</b>	<b>ALTERNATE PHONE:</b>	<b>EMAIL ADDRESS:</b>
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<b>DRIVER'S LICENSE:</b> Yes No	<b>DRIVER'S LICENSE NUMBER:</b> State: Number:	<b>LEGAL RIGHT TO WORK IN THE UNITED STATES?</b> Yes No
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**PREFERENCES**

<b>PREFERRED SALARY:</b>	<b>ARE YOU WILLING TO RELOCATE?</b> Yes No Maybe
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**WHAT TYPE OF JOB ARE YOU LOOKING FOR?**

**TYPES OF WORK YOU WILL ACCEPT:**

**SHIFTS YOU WILL ACCEPT:**

**EDUCATION**

<b>DATES:</b>	<b>SCHOOL NAME:</b>
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<b>LOCATION:</b> (City, State)	<b>DID YOU GRADUATE?</b> Yes No	<b>DEGREE RECEIVED:</b>
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<b>MAJOR:</b>	<b>UNITS COMPLETED:</b>
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**WORK EXPERIENCE**

<b>DATES:</b> From: To:	<b>EMPLOYER:</b>	<b>POSITION TITLE:</b>
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**ADDRESS:**(Street, City, State, Zip Code)

<b>COMPANY URL:</b>	<b>PHONE NUMBER:</b>	<b>SUPERVISOR:</b>
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<b>HOURS PER WEEK:</b>	<b>SALARY:</b>	<b>MAY WE CONTACT THIS EMPLOYER?</b> Yes No
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<b>DUTIES:</b>
<b>REASON FOR LEAVING:</b>

<b>DATES:</b>	<b>EMPLOYER:</b>	<b>POSITION TITLE:</b>
<b>ADDRESS:</b> (Street, City, State, Zip Code)		
<b>COMPANY URL:</b>	<b>PHONE NUMBER:</b>	<b>SUPERVISOR:</b>
<b>HOURS PER WEEK:</b>	<b>SALARY:</b>	<b>MAY WE CONTACT THIS EMPLOYER?</b> Yes No
<b>DUTIES:</b>		
<b>REASON FOR LEAVING:</b>		

<b>DATES:</b>	<b>EMPLOYER:</b>	<b>POSITION TITLE:</b>
From:            To:	 	 
<b>ADDRESS:</b> (Street, City, State, Zip Code)		
<b>COMPANY URL:</b>	<b>PHONE NUMBER:</b>	<b>SUPERVISOR:</b>
<b>HOURS PER WEEK:</b>	<b>SALARY:</b>	<b>MAY WE CONTACT THIS EMPLOYER?</b> Yes No
<b>DUTIES:</b>		
<b>REASON FOR LEAVING:</b>		

<b>DATES:</b> From: _____ To: _____		<b>EMPLOYER:</b>	<b>POSITION TITLE:</b>
<b>ADDRESS:</b> (Street, City, State, Zip Code)			
<b>COMPANY URL:</b>	<b>PHONE NUMBER:</b>	<b>SUPERVISOR:</b>	
<b>HOURS PER WEEK:</b>	<b>SALARY:</b>	<b>MAY WE CONTACT THIS EMPLOYER?</b> Yes No	
<b>DUTIES:</b>			
<b>REASON FOR LEAVING:</b>			

CERTIFICATES AND LICENSES	
<b>TYPE:</b>	
<b>LICENSE NUMBER:</b>	<b>ISSUING AGENCY:</b>

SKILLS
<b>OFFICE SKILLS:</b>
<b>OTHER SKILLS:</b>
<b>LANGUAGE(S):</b>

ADDITIONAL INFORMATION

REFERENCES		
<b>REFERENCE TYPE:</b>	<b>NAME:</b>	<b>POSITION:</b>
<b>ADDRESS:</b> (Street, City, State, Zip Code)		
<b>EMAIL ADDRESS:</b>		<b>PHONE NUMBER:</b>

REFERENCES		
REFERENCE TYPE:	NAME:	POSITION:
ADDRESS:(Street, City, State, Zip Code)		
EMAIL ADDRESS:		PHONE NUMBER:
REFERENCES		
REFERENCE TYPE:	NAME:	POSITION:
ADDRESS:(Street, City, State, Zip Code)		
EMAIL ADDRESS:		PHONE NUMBER:

Agency Wide Supplemental Questions

1. Are you currently employed with the City of El Paso?

YES

NO

2. Have you ever been employed with the City of El Paso?

YES

NO

3. If you are currently working for the City of El Paso, provide your KRONOS ID Number in the space below. If you were previously employed with the City of El Paso, give dates of employment, City Department and reason for your separation in space below. If not applicable, please enter "N/A" in the space below:

# \_\_\_\_\_

4. Condition of Employment: I understand that I must provide official proof of Education or other required documents (for example: official transcripts, original diplomas, official certificates, DD214-Member 4, and driver's license if required), within 3 days of being contacted with a job offer.

I understand that I must provide all required documentation prior to employment.

YES

NO

5. Condition of Employment: I understand that having direct deposit is a condition of employment with the City of El Paso.

YES

NO

6. Social Security Number: Enter the last (4) four of your Social Security Number.

# \_\_\_\_\_

7. Military Veterans: Must submit DD form 214(s) member 4 at time of application, to qualify for veterans points.

YES

NO

NOT APPLICABLE

8. Do you have relatives employed by the City of El Paso, or relatives who are currently serving on City Council? If yes, list name(s), relationship(s), and department(s). If not applicable, please enter "N/A" in the space below:

9. Have you ever been dismissed or asked to resign from any job? If yes, include name of employer and explain reason for leaving employment in space below. If not applicable, please enter "N/A" in the space below:

- Criminal Convictions: Criminal convictions do not automatically disqualify applicants. A criminal conviction will be considered only in relation to the job for which you are applying. Have you ever been convicted of a misdemeanor, or felony?**

YES  
 NO  
 NOT APPLICABLE

- 11. If you were convicted of a misdemeanor, or felony, list complete details of each conviction(s) in Questions 10, 11, and 12. Do not list successfully completed deferred adjudications. What were you charged with? Each offense(s) must be listed: If not applicable, please enter "N/A" in the space below:**

- 12. When were you charged/ticketed? Please enter Month and Year of charge(s)/ticket(s): If not applicable, please enter "N/A" in the space below:**

- 13. Where were you charged/ticketed? Please enter City and State of charge(s)/ticket(s): If not applicable, please enter "N/A" in the space below:**

- 14. Driver's License Information: ONLY answer Questions 13 and 14 if driving is required for this position. What is your Driver's License number, issuing State, and expiration date? If not applicable, please enter "N/A" in the space below:**

- 15. List all traffic violations that have occurred in past 5 years which resulted in a conviction(s), or a guilty plea(s). If not applicable, please enter "N/A" in the space below:**

- 16. Recruitment Information: How did you learn about this job:**

Local Newspaper Advertisement  
 City Job Placement Announcement  
 Texas Workforce Commission  
 Present City Employee  
 City Of El Paso Website  
 Professional Publication  
 Recruiting Program  
 Radio or Television  
 Visit to the City's Human Resources Department  
 Job Fair  
 Other

- Confidential Information:** The requested information is used to complete the EEO-1 Report. The EEO-1 report is submitted to the EEOC and the Department of Labor, and Office of Federal Contract Compliance Programs (OFCCP). This report requires employers to provide
17. a count of their employees by job category and then by ethnicity, race and gender. This question is Optional. This information will be kept confidential and will be kept separated from your employment application. This information will not be used to rank candidates or make employment decisions.

- Hispanic or Latino  
 White (not Hispanic or Latino)  
 Black or African American (not Hispanic or Latino)  
 Native Hawaiian or Pacific Islanders  
 Two or More Races  
 I do not wish to self identify ethnicity and race

- Confidential Information:** The requested information is used to complete the EEO-1 Report. The EEO-1 report is submitted to the EEOC and the Department of Labor, and Office of Federal Contract Compliance Programs (OFCCP). This report requires employers to provide
18. a count of their employees by job category and then by ethnicity, race and gender. This question is Optional. This information will be kept confidential and will be kept separated from your employment application. This information will not be used to rank candidates or make employment decisions.

- Male  Female  
 I do not wish to self identify gender

- I Certify that my statements in this application and any other required supplemental forms or applications are true, complete, and correct to the best of my knowledge and belief. I understand that any falsification or omission of information may disqualify me from employment, bar me from the examination, remove my name from the eligible list, or if I have been appointed, cause my dismissal from the City. I further understand and AGREE
19. that ALL statements made on this application or résumé may be investigated. I further consent to the release of information, about my ability and fitness for employment with the City of El Paso, by employers, schools, law enforcement agencies and other individuals and organizations, to investigators, Human Resources staffing specialists, and others authorized by the City of El Paso.

- I have read and agree with the above statement.  
 Initials