

APPLICATION FOR EMPLOYMENT
 CITY OF BORGER
 POLICE DEPARTMENT
 PO BOX 5250
 BORGER, TX 79008-5250

USE INK OR TYPWRITER

DATE _____

Applying for position as _____	Full-Time <input type="checkbox"/>	Part-Time <input type="checkbox"/>	Last Name _____ First _____	
Name				
First	Middle (Full Name)	Last		Suffix
Present Mailing Address				
RR – Po Box, etc				
Physical Address (If different)				
Phone (____) _____	Alt (____) _____	Social Security # _____		
Name of Person to contact in case of an emergency? _____				

Drivers License# _____	State _____	Expiration Date _____	Class _____
Have you ever worked for the City of Borger? _____			
Do you have any relatives working for the City of Borger? _____			
If Yes, list Name _____		Department _____	
Name _____		Department _____	

Have you ever been convicted of a felony or misdemeanor other than minor traffic violations? (DWI, DUI, Reckless Driving, Hit and Run are not considered “Minor”)	
No <input type="checkbox"/>	Yes <input type="checkbox"/> If Yes, explain: _____

Have you ever been or are you currently on probation? No <input type="checkbox"/> Yes <input type="checkbox"/> If Yes, explain: _____	

A “Yes” answer is not an automatic bar from employment.	

Are you a Vetran? No <input type="checkbox"/> Yes <input type="checkbox"/> Type of Discharge? _____
Branch: _____ Date entered: _____ Date discharged: _____
Currently in Reserves or National Guard? No <input type="checkbox"/> Yes <input type="checkbox"/>

EMPLOYMENT HISTORY

Last Grade completed _____ Diploma _____ Date Received _____					
Last School attended, including City, State: _____					
List your education since High School, including college, business, technical, trade, correspondence, and military service schools.					
School Name	City	From	To	Major/Minor	Degree/Certificate

Give employment record as completely as possible, starting with your present or last employer. Insert an additional sheet of paper if necessary. For any unemployed periods, show dates and location of residence during that time period.

1.

Company Name		Address (City, State, Zip)		Telephone
				()
Date Mo/Year	Total Time Worked	Rate of Pay	<u>Your Title and Supervisors Name</u>	
Starting	Years	Starting	_____	
Ending	Months	Ending		
Reason for Leaving		Briefly, Explain your duties		

2.

Company Name		Address (City, State, Zip)		Telephone
				()
Date Mo/Year	Total Time Worked	Rate of Pay	<u>Your Title and Supervisors Name</u>	
Starting	Years	Starting	_____	
Ending	Months	Ending		
Reason for Leaving		Briefly, Explain your duties		

Employment Continued

3.

Company Name		Address (City, State, Zip)		Telephone
				()
Date Mo/Year	Total Time Worked	Rate of Pay	<u>Your Title and Supervisors Name</u>	
Starting	Years	Starting	_____	
Ending	Months	Ending		
Reason for Leaving		Briefly, Explain your duties		

4.

Company Name		Address (City, State, Zip)		Telephone
				()
Date Mo/Year	Total Time Worked	Rate of Pay	<u>Your Title and Supervisors Name</u>	
Starting	Years	Starting	_____	
Ending	Months	Ending		
Reason for Leaving		Briefly, Explain your duties		

5.

Company Name		Address (City, State, Zip)		Telephone
				()
Date Mo/Year	Total Time Worked	Rate of Pay	<u>Your Title and Supervisors Name</u>	
Starting	Years	Starting	_____	
Ending	Months	Ending		
Reason for Leaving		Briefly, Explain your duties		

ADDITIONAL INFORMATION

Indicate any skills you have

Typing WPM _____ Shorthand WPM _____ Dictaphone _____

Computer Word Excel Cardinal Tracking Crystal Reports Word Perfect

Additional Software Experience and level of experience:

List any other experience, 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? _____

If offered, are you willing to take a physical examination at the expense of the City? No Yes

I hereby give my authorization to the City of Borger to contact me past employers.

My present employer May May Not be contacted.

Personal Reference (Not former employers or relatives)

Name / Occupation	Address	Telephone
		()
		()
		()

Applicants 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 further consideration, dismissal from employment in accordance with City Policy, and in some cases may be considered criminal in nature as this application is deemed a Government Document. 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 from employment by the City Physician and including a standardized drug screening examination. All non-elected officers and employees of the City shall be appointed or hired for an indefinite term and either the City or employee can terminate the employment and compensation at will any time without cause, and with or without notice.

Signature of Applicant

Date

The City of Borger is an Equal Opportunity Employer

In addition to returning this completed application, a resume may be of benefit. A resume should not exceed 3 pages and will should be attached as a coversheet to this application.

The City of Borger is not responsible for employment deadlines missed due to non-delivery of applications and/or resumes due to postal service or shipping problems.

Mailing Address: Chief of Police PO Box 5250 Borger, Tx 79008-5250	Shipping Address: Chief of Police 611 N Weatherly Borger, Tx 79007	Faxed Applications/Resumes are not accepted.
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APPLICANT – Do Not Write In This Space
Return with your application
For Personnel Use Only

Date Received: _____

Initial Review by: _____

Reference and Employment Check

Results	Results
1.	5.
2.	A.
3.	B.
4.	C.