

Position Applied For: _____

Resume Attached: Yes No

TOWN OF PROSPER – Employment Application

121 W. Broadway
PO Box 307
Prosper TX 75078

Phone: 972-346-2640
Fax: 972-346-9335



PROSPER'S PURPOSE - PROSPER IS A PLACE WHERE EVERYONE MATTERS

APPLICANT INFORMATION			
Last Name:		First:	M.I.: Date:
Street AND Mailing Address:		Apt/Unit #:	
City:		State:	ZIP:
Phone:		E-mail Address:	
Date Available:		Desired Salary:	
Are you a citizen of the United States?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for the Town of Prosper?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If so, when?	
Have you ever been convicted of a felony?*	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, explain:	
Have you ever been convicted of, received probation or deferred adjudication for any offense that was not a felony?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, explain:	
Do you have a current Driver's License?	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Has your License ever been suspended before?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, explain:	
Have you ever been convicted of a felony or any offense involving moral turpitude?***	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, explain:	
Have you ever received probation or deferred adjudication for a felony or any offense involving moral turpitude?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, explain:	
Have you ever resigned or been discharged from any position, including the armed forces, while under suspicion of having engaged in criminal, immoral, or unprofessional conduct, or are you now under investigation for any such charge?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, explain:	
Have you ever been under investigation by a previous employer?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, explain:	
Have you ever been asked to resign?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, explain:	
Have you ever resigned while under, or immediately following, investigation by a previous employer?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, explain:	
Have you ever resigned in lieu of termination?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, explain:	
Have you ever received an unsatisfactory performance evaluation from an employer?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, explain:	

Except for minor traffic violations (Class C misdemeanor), have you ever been convicted, fined, placed on probation, given a suspended sentence, given deferred adjudication, or forfeited bail in connection with any violation of law (misdemeanor or felony), regardless of any subsequent court dismissal, sealing or expungment? YES NO If yes, explain:

*As an Applicant for employment by the Town of Prosper, I hereby grant permission to the Town of Prosper, to conduct a criminal background investigation on me. I understand that should I not be hired by the Town of Prosper, for any reason, all records obtained, collected or otherwise prepared for this purpose shall be maintained in accordance with the Texas Public Information Act, as amended, and the Town of Prosper's document retention schedule.

** Moral turpitude is an act of baseness, vileness, or depravity in the private and social duties which a person owes another member of society, or society in general, and which is contrary to the accepted rule of right and duty between persons, including but not limited to, theft, attempted theft, murder, rape, swindling and indecency with a minor.

An Equal Opportunity Employer: The Town of Prosper is an equal opportunity employer, and the Town does not and will not discriminate on the basis of race, religion, national origin, sex, age, disability, marital status, or status as a disabled veteran. Information provided on this application will not be used for any discriminatory purpose.

Provide All Information Requested: INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED FOR EMPLOYMENT OPPORTUNITIES. Your complete application form will be maintained in our active files for six (6) months from the date of the application.

EDUCATION

High School		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
College		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Other		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree

REFERENCES

Please list three professional references. NOTE: One reference should be from your current employer.

Full Name		Relationship	
Company		Phone ()	
Address			
Full Name		Relationship	
Company		Phone ()	
Address			

Full Name		Relationship	
Company		Phone ()	
Address			

PREVIOUS EMPLOYMENT

Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

MILITARY SERVICE

Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain:		

DISCLAIMER AND SIGNATURE

I certify that my answers above are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

I understand that employment with the Town is "at-will", which means that I or the Town can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis.

Signature

Date