



TROPHY CLUB MUNICIPAL UTILITY DISTRICT NO. 1

APPLICATION FOR EMPLOYMENT

EMPLOYMENT / JOB APPLICATION

PERSONAL INFORMATION

POSITION APPLIED FOR: _____

FULL NAME: _____ DATE: _____
First Middle Last

ADDRESS: _____
Street Address Apt/Suite

City State Zip Code

E-MAIL: _____ PHONE: _____

DATE AVAILABLE: _____ DESIRED PAY: \$ _____ HOUR SALARY

EMPLOYMENT ELIGIBILITY

ARE YOU LEGALLY ELIGIBLE TO WORK IN THE U.S? YES NO*

HAVE YOU EVER BEEN EMPLOYED BY THE DISTRICT? YES* NO

*IF YES, WRITE THE START AND END DATES AND POSITION: _____

DO YOU HAVE ANY RELATIVES EMPLOYED BY THE DISTRICT? YES NO

DO YOU HAVE ANY RELATIVES EMPLOYED BY THE TOWN OF TROPHY CLUB? YES NO

HAVE YOU EVER BEEN CONVICTED OF A FELONY? YES* NO

*IF YES, PLEASE EXPLAIN: _____

EDUCATION

HIGH SCHOOL: _____ CITY / STATE: _____

GRADUATE? YES NO

COLLEGE: _____ CITY / STATE: _____ FROM: _____ TO: _____

GRADUATE? YES NO DIPLOMA/DEGREE: _____

OTHER: _____ CITY / STATE: _____ FROM: _____ TO: _____

DEGREE/CERTIFICATION: _____

PREVIOUS EMPLOYMENT

EMPLOYER 1 _____
Company / Individual

E-MAIL: _____ PHONE: _____

ADDRESS: _____
Street Address Apt/Suite

_____ City State Zip Code

STARTING PAY: \$ _____ HOUR SALARY ENDING PAY: \$ _____ HOUR SALARY

JOB TITLE: _____ RESPONSIBILITIES: _____

FROM: _____ TO: _____ REASON FOR LEAVING: _____

EMPLOYER 2: _____
Company / Individual

E-MAIL: _____ PHONE: _____

ADDRESS: _____
Street Address Apt/Suite

_____ City State Zip Code

STARTING PAY: \$ _____ HOUR SALARY ENDING PAY: \$ _____ HOUR SALARY

JOB TITLE: _____ RESPONSIBILITIES: _____

FROM: _____ TO: _____ REASON FOR LEAVING: _____

EMPLOYER 3: _____
Company / Individual

E-MAIL: _____ PHONE: _____

ADDRESS: _____
Street Address Apt/Suite

_____ City State Zip Code

STARTING PAY: \$ _____ HOUR SALARY ENDING PAY: \$ _____ HOUR SALARY

JOB TITLE: _____ RESPONSIBILITIES: _____

FROM: _____ TO: _____ REASON FOR LEAVING: _____

REFERENCES - (PROFESSIONAL ONLY)

FULL NAME: _____ RELATIONSHIP: _____
First Last

COMPANY: _____ TITLE: _____

E-MAIL: _____ PHONE: _____

FULL NAME: _____ RELATIONSHIP: _____
First Last

COMPANY: _____ TITLE: _____

E-MAIL: _____ PHONE: _____

FULL NAME: _____ RELATIONSHIP: _____
First Last

COMPANY: _____ TITLE: _____

E-MAIL: _____ PHONE: _____

MILITARY SERVICE

ARE YOU A VETERAN? YES NO BRANCH: _____

RANK AT DISCHARGE: _____ SERVICE DATES: _____ TO: _____

TYPE OF DISCHARGE: _____ IF NOT HONORABLE, PLEASE EXPLAIN: _____

BACKGROUND CHECK CONSENT

IF ASKED, ARE YOU WILLING TO CONSENT TO A BACKGROUND CHECK? YES NO

NOTIFICATION AND AGREEMENT

Please read before signing.

I certify that all answers given by me are true, accurate and complete. I understand that the falsification, misrepresentation, or omission of fact on this application (or any accompanying or required documents) will be cause for denial of employment or immediate termination of employment regardless of when or how discovered.

Questions regarding this statement should be directed to an employment interviewer before signing. The application will be given every consideration, but its receipt does not imply that the applicant will be hired.

It is the policy of Trophy Club Municipal Utility District No. 1 (the "District") to afford equal opportunity to all employees and applicants for employment without regard to age (40 and over), race, religion, color, sex, national origin, marital status, expunged juvenile records, or pregnancy and to afford equal opportunities to disabled veterans, veterans of the Vietnam era, individuals with a disability, and any other characteristic protected by Federal, State or Local laws.

If hired, I agree to abide by all District rules and regulations, and understand that, if employed, my employment may be terminated with or without cause and with or without notice at any time at the option of either the company or me. I further understand that no representation, whether oral or written by any representative or agent of the District, at any time can constitute a contract of employment. I understand that the District and all Plan Administrators shall have the maximum discretion permitted by law to administer, interpret, modify, discontinue, enhance, or otherwise change all policies, procedures, benefits, or other terms of employment. No representative or agent of the District has the authority to enter into any agreement for employment for any specified period of time or to make any change in any policy, procedure, benefit or other term or condition of employment other than in a document signed by the General Manager, or to make any agreement contrary to the foregoing.

I understand that the District requires the successful completion of a urinalysis for drug testing purposes and/or a blood alcohol test as a condition of employment. I understand I may be required to undergo a post-offer/pre-employment medical examination. By submitting this Application for Employment, I hereby consent to either or both of said tests, and a post-offer/pre-employment medical examination at the District's discretion. I understand the District will be conducting a background investigation that includes driving records.

I acknowledge that I have read and understand the above statements and hereby grant permission to confirm the information supplied on this application by me.

APPLICANT SIGNATURE: _____

DATE: _____

DISCLAIMER

Applicant understands that this is an Equal Opportunity Employer and committed to excellence through diversity. In order to ensure this application is acceptable, please print or type with the application being fully completed in order for it to be considered.

Please complete each section EVEN IF you decide to attach a resume.

I, the Applicant, certify that my answers are true and honest to the best of my knowledge. If this application leads to my eventual employment, I understand that any false or misleading information in my application or interview may result in my employment being terminated.

APPLICANT SIGNATURE: _____ DATE: _____

PRINT NAME: _____

Completed application can be emailed to HR@tcmud.org or sent by mail to:

Trophy Club Municipal Utility District No. 1
Attn: Human Resources
100 Municipal Drive
Trophy Club TX 76262