



CITY OF BARTLETT, TEXAS

EMPLOYMENT APPLICATION

Please complete all sections. Type or print clearly. Attach additional pages if needed.

RETURN ALL APPLICATIONS TO FRONT OFFICE OR EMAIL DIRECTLY TO cityadmin@bartlett-tx.us

1. POSITION INFORMATION

Position Applied For [Title]: _____ Position must be published as vacant or seeking applicants in order to be considered.	Department, Select One (if known): (Administration) (Public Works) (Police) (Library) (Other)
Date of Application: _____	Desired Start Date: _____

2. APPLICANT INFORMATION

Full Legal Name: _____	Preferred Name: _____
Mailing Address: _____	City/State/ZIP: _____
Phone: _____	Email: _____
Are you legally authorized to work in the United States? ☐ Yes ☐ No	

If selected for employment, you may be required to provide documentation establishing identity and employment authorization.

Do not provide a Social Security number on this application.

3. EDUCATION & TRAINING

High School / GED: _____	City/State: _____
College / University: _____	Degree / Major: _____
Trade / Technical School: _____	Certificate / Program: _____
Professional Licenses / Certifications: _____	

4. EMPLOYMENT HISTORY

List your present or most recent employer first. Include relevant volunteer, internship, military, or other experience if applicable.

Employer #1	Employer Name: _____
	Address / City / State: _____
	Supervisor / Title: _____ Phone: _____
	Dates Employed: _____ to _____ Starting/Ending Pay: _____ / _____
	Position & Duties: _____

Employer #2	Employer Name: _____
	Address / City / State: _____
	Supervisor / Title: _____ Phone: _____
	Dates Employed: _____ to _____ Starting/Ending Pay: _____ / _____
	Position & Duties: _____

Employer #3	Employer Name: _____
	Address / City / State: _____
	Supervisor / Title: _____ Phone: _____
	Dates Employed: _____ to _____ Starting/Ending Pay: _____ / _____
	Position & Duties: _____

5. ADDITIONAL EXPERIENCE & SKILLS

Computer / Software Skills: _____
Equipment / Machinery / Vehicle Experience: _____
Languages / Other Relevant Skills: _____
Additional Relevant Training, Volunteer Service, or Community Experience: _____

6. REFERENCES

Provide three professional or work-related references who are not relatives. For applicants with limited work history, educational or community references may be used.

Name	Relationship / Organization	Phone	Email

7. SUPPLEMENTAL QUESTIONS

1. Are you currently employed by the City of Bartlett? ☐ Yes ☐ No
2. Have you previously worked for the City of Bartlett? ☐ Yes ☐ No If yes, dates/department: _____
3. Have you ever been discharged, asked to resign, or resigned in lieu of discharge from employment? ☐ Yes ☐ No
4. Are you able to perform the essential functions of the position, with or without reasonable accommodation? ☐ Yes ☐ No

8. APPLICANT CERTIFICATION & AUTHORIZATION

I certify that the information provided in this application and any attached materials is true, complete, and accurate to the best of my knowledge. I understand that providing false, misleading, or incomplete information may disqualify me from consideration or, if employed, may result in disciplinary action up to and including termination.

I authorize the City of Bartlett to contact the employers, references, schools, and other persons or organizations listed in this application for the purpose of verifying information relevant to my application, consistent with applicable law. I understand that employment with the City is subject to applicable City policies, state and federal law, and any required pre-employment processes for the position, which may include reference checks, background checks, driving-record checks, physical examinations, drug testing, or other lawful screening when applicable to the position.

I understand that submission of this application does not create a contract of employment and does not guarantee employment. I further understand that the City of Bartlett is an equal opportunity employer and considers qualified applicants without unlawful discrimination.

Applicant Signature: _____	Date: _____
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9. FOR CITY USE ONLY

Date Received: _____	Received By: _____
Interview Date(s): _____	Interviewer(s): _____
Department / Position: _____	Status: ☐ Selected ☐ Not Selected ☐ Pending
Notes: _____	