

Potter Randall County Emergency Communication District

405 SW 8th Avenue, Amarillo, TX 79101

Application for Employment

Personal Information	Name		Date	
	Current Address		Home Phone Number	()
			Work Phone Number	()
	Previous Address		Social Security Number	
	Are you prevented from being lawfully employed in the United States?			[] Yes [] No
	Are you 18 years of age or older?			[] Yes [] No
	For reference purposes, have you worked or attended school under a former name? If yes, please list former name:			[] Yes [] No
	Have you ever applied here before? If yes, when?			[] Yes [] No
	Have you ever been employed here before? If yes, when?			[] Yes [] No
Are any relatives currently employed here? If yes, give full name:			[] Yes [] No	
Are you able to perform the essential functions of the job you are applying for? If no, what accommodation would assist you?			[] Yes [] No	
How did you hear about this position?				

	Type of School	Name and Location	Did you graduate?	Grade Average	Major/Minor
Education, Training and Special Skills	High School		[] Yes [] No		
	Trade School or Junior College		[] Yes [] No		
	College or University		[] Yes [] No		
	Graduate School		[] Yes [] No		
	Military or Other		[] Yes [] No		
	Seminars and Classes				
	Professional License or Certification				
	Software or Equipment				

Employment Preference			
Objectives	Position Desired		Earnings Desired
	Location Desired		Are you available to travel? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you willing to relocate? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Career Objectives		

List Employment History for the last 10 years, starting with most recent employment. Please attach additional sheets if necessary.				
Employment History	Employer		Phone Number ()	
	Address		Start Date	
			End Date	
	Supervisor Name & Phone Number		Start Salary	
			End Salary	
	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		Last Bonus or Incentive	
	Title or Position			
	Duties and Responsibilities			
	Reason for Leaving			
	Employer		Phone Number ()	
	Address		Start Date	
			End Date	
	Supervisor Name & Phone Number		Start Salary	
End Salary				
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		Last Bonus or Incentive		
Title or Position				
Duties and Responsibilities				
Reason for Leaving				

Employment history continued – please include the last 10 years.				
Employment History Continued	Employer		Phone Number	()
	Address		Start Date	
			End Date	
	Supervisor Name & Phone Number		Start Salary	
			End Salary	
	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		Last Bonus or Incentive	
	Title or Position			
	Duties and Responsibilities			
Reason for Leaving				

Please list references; do not include family members or people who live with you.					
References	Name	Address	Phone Number	Occupation	Years Known

Important, please read carefully and sign.	
Certification	I certify that the information contained in this application is true and complete to the best of my knowledge. Any misrepresentation or omissions of any fact in my application can be justification for refusal of employment or if employed grounds for termination.
	I authorize the Potter Randall County Emergency Communications District (PR911) to investigate all statements contained in this application and release all parties from any liability for any damages that may result from furnishing same to you.
	I understand that my employment may be terminated with or without cause or notice, at any time, at the option of either PR911 or myself.
Signature _____ Date _____	

Information from your application and resume may be subject to release to the public pursuant to the Texas Public Information Act - ADA/EO

Potter Randall County Emergency Communication District is an equal opportunity employer.

Please return to:
 jobs@pr911.org
 405 SW 8th Ave
 Amarillo, TX 79101
 (806) 374-9800