

CITY OF COLEMAN

TO ALL JOB APPLICANTS:

1. ALL INFORMATION ON THE EMPLOYMENT APPLICATION MUST BE COMPLETE AND ACCURATE.
2. YOUR APPLICATION WILL BE REVIEWED.
3. INTERVIEWS ARE BY APPOINTMENT.
4. SELECTION AND PLACEMENT INTO A POSITION WITH THE CITY OF COLEMAN IS CONTINGENT UPON SUCCESSFUL COMPLETION OF DRUG SCREENING AND PHYSICALS.
5. **ATTACH A COPY OF YOUR HIGH SCHOOL DIPLOMA, GED CERTIFICATE, OR COLLEGE TRANSCRIPT.**
6. PERSONS EMPLOYED IN A POSITION REQUIRING A DRIVER'S LICENSE WILL BE REQUIRED TO SUBMIT CURRENT INFORMATION ON DRIVER'S LICENSE.
7. AFTER COMPLETING THIS APPLICATION, PLEASE RETURN IT TO THE **HUMAN RESOURCES DEPARTMENT** AT CITY HALL LOCATED AT **200 W. LIVE OAK ST. OR MAIL TO THE ATTENTION OF SHARON ROBERTS, HUMAN RESOURCE OFFICER, CITY OF COLEMAN, P. O. BOX 592, COLEMAN, TEXAS 76834.**

If you have any questions, feel free to call the City of Coleman Human Resources Department at (325) 625-4116.

Thank you for your consideration of the City of Coleman as a place of employment.
Affirmative Action/Equal Opportunity Employer.

Sue Burleson, City Secretary
City of Coleman
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