



Employment Application

19701 Morris Ave • PO Box 739 • Manvel • Texas 77578

We are an equal opportunity employer. Discrimination against or preference for any person in recruitment, hiring, discharge, pay, fringe benefits, membership, training, examination, appointment, promotion, retention, discipline or any other aspect of employment because of race, color, sex, age, religion, national origin, marital status, physical disability or non-merit factor is prohibited.

You may attach a resume, but you must complete all questions and items on this application. Please print or type.

Referral Source

How did you learn about this employment opportunity?

- Advertisement; Friend/Relative; Walk-in; Employment Agency;
- Referred by current employee (If so, provide name of employee) _____
- Other _____

Personal Information

| | | | | |
|-----------|------------|-------------|------------------------|--|
| Position | | | Social Security Number | |
| Last Name | First Name | Middle Name | Home Phone | |
| Address | | | Alternate Phone | |
| City | State | ZIP Code | E-Mail | |

- Do you have the legal right to reside and work in the Unites States?
Proof of citizenship or immigration status will be required upon employment Yes No
- Have you ever been dismissed and/or allowed to resign in lieu of discharge? Yes No
- Have you ever been convicted of a violation or any criminal stature whether felony or misdemeanor (excluding parking violations)? Yes No
- Are you able to meet the schedule and attendance requirements of the position? Yes No
- Are you available to work? Full-time Part-time Shift work Temporary

Education

| | Name and Address of School | Course of Study | Years/Hours Completed | Diploma/Degree |
|-----------------------|----------------------------|-----------------|-----------------------|----------------|
| High School | | | | |
| College | | | | |
| Graduate/Professional | | | | |
| Other | | | | |

Training/Job Skills/Certifications and Other Qualifications

List any training programs or courses you have completed (including military training) and experience or skills which you believe qualify you for this position:

List any certifications you currently possess:

Please check those job skills that you bring to this position:

- Word Processing
 Spreadsheet
 Page Processing
 Database Management
 Calculator
 Key Station Terminal (CRT)
 Typewriter
 Construction Tools
 Tractors/Mowers
 Dump Trucks
 Backhoes/Frontloaders
 Bulldozers
 Other _____

Indicate foreign languages you can speak, read, and/or write:

_____ Fluent Good Fair

_____ Fluent Good Fair

Employment History

Provide your employment history covering the past 10 years beginning with your present or most recent employer. If more space is needed, attach a separate sheet.

| | | |
|-------------------------------|--------------|----------------------------------|
| Name of Employer | | Supervisor's Name and Title |
| Employer's Address/City/State | | Employer's Telephone Number |
| Your Title | Final Salary | Dates of Employment (month/year) |

Briefly Describe the Nature and Duties of Your Position

Reason for Leaving

| | | |
|-------------------------------|--------------|----------------------------------|
| Name of Employer | | Supervisor's Name and Title |
| Employer's Address/City/State | | Employer's Telephone Number |
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| Employer's Address/City/State | | Employer's Telephone Number |
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Briefly Describe the Nature and Duties of Your Position

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General Information

- Has a copy of the job description been provided to you for review? Yes No
- Have you read the job description and do you understand the essential functions of the job? Yes No
- Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job for which you have applied as outlined in the job description? Yes No
- Do you have any questions concerning the requirements of the job?
If yes, have these questions been discussed with a representative of the City? Yes No
- If the position requires a driver's license, do you currently have a valid Texas Driver's License? Yes No
If yes, provide number and class of license _____
- Do you have a relative currently employed by the City? Yes No
If yes, what is the nature of the relationship? _____

Personal References

List three persons not related to you by blood or marriage who have not been listed in the Employment History section that can provide personal or professional references.

| Name and address | Daytime Telephone |
|------------------|-------------------|
| 1. | |
| 2. | |
| 3. | |

Acknowledgement

Read carefully before signing. By my signature below, I certify, authorize or acknowledge:

- That I have read and understand this application form, the job description, eligibility requirements, and that the information provided is true and complete to the best of my knowledge. In the event of employment, I understand that false or misleading information provided in my application or interview(s) may result in my separation or not being hired. I further understand that the City is a Drug Free Workplace and I will submit to a pre-employment substance abuse screen and any other applicable job related testing or screening that is required as a condition of employment.
- That all my current and former employers may furnish the City all documents and information relating to my current and former employment or reasons for leaving employment, past or present, and I release my current and former employers and all their officers, agents, and representatives from all claims, liability and causes of action I may have now or in the future relating to in anyway to the furnishing of such documents or information.
- That this application is property of the City and will not be returned to me and that I am required to abide by all rules, regulations, policies, and procedures of the City and that this application for employment is not to be construed as an employment agreement or contract.
- That if reasonable accommodation is required due to a disability, I must inform the Personnel Specialist and I will also state, to the best of my knowledge, specific accommodation(s) I will require.

Applicant Signature

Date



Applicant Data Record

Applications are considered for all positions and employees are treated during employment without regard to race, color, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Government agencies require periodic reports on the sex, ethnicity, physically challenged and veterans status of applicants. As an employer, we comply with state and federal government regulations and affirmative action responsibilities.

Solely to assist us in complying with state and federal record keeping, reporting, and other legal requirements, please complete this form.

Upon receipt, this form will be separated from your employment application and will be kept confidential. Information provided in this form will not be used for any subsequent hiring decision. Your cooperation in providing this information is voluntary. Inclusion or exclusion of any data on this page will no affect any employment decision.

Please Print

Position Applied for _____

Name _____ Date _____

Affirmative Action Survey

Please check appropriate box:

Gender: Male Female

Race/Ethnicity: American Indian Black White Hispanic
 Asian American Other

Veteran: Yes Active Duty Reserve/Guard No

Date of discharge _____

Disabled: Yes No

For purposes of racial statistical tabulation, the following categories are used: **American Indian** — includes persons who identify themselves or are known as such by virtue of tribal association; **Black** — includes persons of African descent as well as those identified as Jamaican, Trinidadian, and West Indian; **White** — includes persons of Indo-European descent, including Pakistani and East Indians; **Asian American** — includes persons of Japanese, Chinese, Korean, or Filipino descent; **Hispanic** — includes persons of Mexican, Puerto Rican, Cuban, Latin American or Spanish descent; **Other** — includes Eskimos, Malaysians, Thais, Vietnamese and others not covered above.