AN EQUAL OPPORTUNITY EMPLOYER

APPLICATION FOR EMPLOYMENT

CITY OF JERSEY VILLAGE, TEXAS

16501 Jersey Drive Jersey Village, Texas 77040

STATEMENT	Please write legibly, or type, and use black ink. Answer all questions completely. If an item does not apply, write "N/A" for "Not Applicable". Make sure all information is accurate. Information given may be checked and any misstatement or omission is grounds for rejection (or dismissal if already employed). Any applicant requiring an accommodation during any phase of testing for the position sought must notify Personnel at the time the application is submitted. The information on this application and all attached items are the property of the City of Jersey Village and for its use only. Applications must be submitted by 5:00 p.m. on the stated closing date, if applicable, or will not be considered. If interested in more than one vacancy, a separate application must be completed for each position.

GENERAL	
	Position Applied For Date Home Phone Alternate Phone
	Name (First) (Middle) (Last) Social Security #
	Mailing Address (Street, City, State, Zip Code)
	Have you ever used another name? Yes ☐ No ☐ Name(s)_____
	Previously employed by the City of Jersey Village? Yes ☐ No ☐ When?_____ Under what name?_____ In what department?_____
	Do you have legal right to reside and work in the United States of America? Yes ☐ No ☐ Proof of citizenship or work authorization will be required for employment
	Do you have relatives employed by the City of Jersey Village? Yes ☐ No ☐ What department?_____ Their name?_____ Relationship?_____
	Check all types of work you will accept: Permanent ☐ Full-Time ☐ Daytime ☐ Shifts ☐ Temporary ☐ Part-Time ☐ Night Work ☐ Weekends ☐ Internship ☐
	Date available for work _____ Desired Salary Range_____
	Do you have a valid Texas Drivers License? Yes ☐ No ☐ License #_____ Type _____
	Have you ever been convicted or pleaded no contest for any offense other than parking violations? Yes ☐ No ☐ Details (such as charges, penalties, where, when, currently on parole, probated sentence, etc.) _____ _____
	Have you ever been dismissed and/or allowed to resign in lieu of discharge? Yes ☐ No ☐ If yes, specify the employer(s) and circumstances_____ _____
	Are you able to meet the schedule/attendance requirements of the position? Yes ☐ No ☐ Are you willing to work more than 40 hours per week, if required? Yes ☐ No ☐
	Are you fluent in a foreign language? Yes ☐ No ☐ Language(s) _____ Read? Yes ☐ No ☐ Write? Yes ☐ No ☐

CITY OF JERSEY VILLAGE, TEXAS

EMPLOYMENT APPLICATION, continued

EDUCATION

Circle highest grade completed: 6 7 8 9 10 11 12 13 14 15 16 17 18

Name and Location of High School_____

_____

Did you graduate? Yes ☐ No ☐ GED Certificate? Yes ☐ No ☐

College Attended	Location	Date From/To	Semester Hours	Major	Minor	Type Degree	Date

SKILLS

Please list any other training, education, or certifications that would further qualify you for the position

_____

_____

Please list your machine/equipment skills that would further qualify you for the position_____

_____

_____

Please list your PC software skills that would further qualify you for the position_____

_____

_____

REFERENCES

List names, addresses, and phone numbers of three persons, other than relatives, who have worked with you and who have knowledge of your character, experience, and abilities:

Name	Address	Telephone #

CITY OF JERSEY VILLAGE, TEXAS

EMPLOYMENT APPLICATION, continued

EMPLOYMENT HISTORY

Beginning with the most recent, list below jobs held (for the past 10 years) and any other experience related to the position for which you are applying. Include military and volunteer experience. Specifically describe duties performed. You may attach a resume, but simply stating "See Resume" on the application is not acceptable. All information must be completed. If you need additional space, you may attach a separate sheet, but it must contain the same informational categories as indicated on the application.

Last or Current Employer	Starting Date	Ending Date	Total Months Employed
Address	City/State		Phone
Your Position		Starting Salary	Ending Salary
Your Job Duties			
Reason for Leaving			

Previous Employer	Starting Date	Ending Date	Total Months Employed
Address	City/State		Phone
Your Position		Starting Salary	Ending Salary
Your Job Duties			
Reason for Leaving			

Previous Employer	Starting Date	Ending Date	Total Months Employed
Address	City/State		Phone
Your Position		Starting Salary	Ending Salary
Your Job Duties			
Reason for Leaving			

FAILURE TO COMPLETE THIS APPLICATION FOR EMPLOYMENT IN ITS ENTIRETY OR TO ATTACH APPLICABLE INFORMATION WILL ELIMINATE YOUR APPLICATION FROM FURTHER CONSIDERATION.

PLEASE READ CAREFULLY AND SIGN BELOW

I understand that if I am hired, it will be at the discretion of the City of Jersey Village. I understand that City employment is "At Will", which means that the City has no obligation to continue to employ me in the future, if I am hired.

I certify that the information given by me in this application and any attached information is true and complete. I understand and agree that any false information, misrepresentation, or concealment of facts is sufficient grounds for either my immediate discharge without recourse or refusal of employment by the City of Jersey Village.

I authorize any of the persons, organizations, and educational institutions referenced in this application or attached information to give hiring officials of the City of Jersey Village any and all information concerning my previous employment, volunteer experience, education, motor vehicle record, criminal record, or any other information they might have, personal or otherwise, with regard to any of the subjects referenced by this application and I unconditionally and irrevocably release all such parties from all liability from any damages which may result from furnishing such information to the City of Jersey Village.

I hereby authorize the City of Jersey Village to investigate and verify any representations made by me, either orally or in writing. I hereby release the City and any individual who provides or obtains information pursuant to this authorization, from any and all liability for damages of any kind which may result to me on account of compliance, or attempts to comply, with this authorization. I am also aware that my application is subject to the Texas open records law and may be released as a public document. I also understand that this application is the property of the City of Jersey Village and will become a part of my personnel file if I am hired.

I also understand that if I receive an offer of employment, such offer is conditional based on the successful passing of any applicable job-related testing or screening that is required as a condition of employment, including substance abuse screening and physical examination.

Signature of Applicant_____ **Date**_____

CITY OF JERSEY VILLAGE, TEXAS

PERSONNEL DEPARTMENT

Voluntary Applicant Information Form

TO BE COMPLETED BY APPLICANT:

Various agencies of the United States Government require employers to maintain information on applicants pertaining to factors such as race, sex, veteran status, and type of position to which an individual applies. The information requested on this form is for compliance with certain record keeping requirements. The City of Jersey Village believes all persons are entitled to equal employment opportunities and does not discriminate against employees or applicants for employment because of race, color, sex, religion, national origin, disability, veteran status, age, marital status, or any other protected group status. The information collected on this form will not be used for hiring, placement, or any other decision relating to terms and conditions of employment. Completion of this form is voluntary. Failure to complete this form will not affect your application status.

Please ask for assistance if you have difficulty completing this form. The City of Jersey Village thanks you for your assistance and cooperation.

PLEASE PRINT

LAST NAME	**FIRST NAME**	**MIDDLE NAME**
SOCIAL SECURITY NUMBER	**BIRTH DATE**	**RACE/ETHNIC (Definition Below)** ☐ **CAUCASIAN** ☐ **BLACK** ☐ **HISPANIC** ☐ **AMERICAN INDIAN /ALASKA NATIVE** ☐ **ASIAN OR PACIFIC ISLANDER**
SEX ☐ **MALE** ☐ **FEMALE**	**VETERAN** ☐ **YES** ☐ **NO**	
POSITION APPLIED FOR		
THROUGH WHAT SOURCE DID YOU LEARN ABOUT THIS JOB?		
SIGNATURE		**DATE**

The Race/Ethnic designations used by the Equal Employment Opportunity Commission are outlined as follows:

CAUCASIAN	All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East (not of Hispanic Origin).
BLACK	All persons having origins in any of the Black racial groups of Africa.
HISPANIC	All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture origin, regardless of race.
AMERICAN INDIAN OR ALASKA NATIVE	All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
ASIAN OR PACIFIC ISLANDER	All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Island, and Samoa.

NOTE: Prior to 1978 people from the Indian Subcontinent were classified "Caucasian"; however, that designation has been changed. Now people from the Indian Subcontinent are to be classified as "Asian or Pacific Islander". The Indian Subcontinent is comprised of Bangladesh, Bhutan, India, Nepal, Pakistan, Sikkim, and Sri Lanka.

DPS Computerized Criminal History (CCH) Verification

(AGENCY COPY)

I, _____ , have been notified that a Computerized Criminal
APPLICANT or EMPLOYEE NAME (Please print)
History (CCH) verification check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB identifiers I supply.

Because the name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history, the organization conducting the criminal history check for background screening is not allowed to discuss any criminal history record information obtained using the name and DOB method. Therefore, the agency may request that I have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search.

For the fingerprinting process I will be required to submit a full and complete set of my fingerprints for analysis through the Texas Department of Public Safety AFIS (Automated Fingerprint Identification System). I have been made aware that in order to complete this process I must make an appointment with L1 Enrollment Services, submit a full and complete set of my fingerprints, request a copy be sent to the agency listed below, and pay a fee of $24.95 to the fingerprinting services company, L1 Enrollment Services.

Once this process is completed and the agency receives the data from DPS, the information on my fingerprint criminal history record may be discussed with me.

(This copy must remain on file by your agency. Required for future DPS Audits)

_____
Signature of Applicant or Employee

_____
Date

_____
Agency Name (Please print)

_____
Agency Representative Name (Please print)

_____
Signature of Agency Representative

_____
Date

Please:
Check and Initial each Applicable Space

CCH Report Printed:

YES _____ NO _____ _____ initial

Purpose of CCH: _____

Hire _____ Not Hired _____ _____ initial

Date Printed:_____ _____ initial

Destroyed Date:_____ _____ initial

Retain in your files

Rev. 02/2011