

# Application for Employment

City of Seguin

ANSWER ALL QUESTIONS - - PLEASE PRINT

P.O. BOX 591  
Seguin, Texas 78156-0591  
(830) 401-2473

POSITION(S) APPLIED FOR \_\_\_\_\_ DATE OF APPLICATION \_\_\_\_/\_\_\_\_/\_\_\_\_

NAME \_\_\_\_\_  
LAST FIRST MIDDLE

ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP CODE

TELEPHONE NUMBER (\_\_\_\_\_) \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_  
AREA CODE

If necessary, the best time to call you at home is \_\_\_\_\_

May we contact you at work? .....  YES  NO

If yes, work number and best time to call .....(\_\_\_\_\_) \_\_\_\_\_  
AREA CODE

Have you filed an application here before? .....  YES  NO

If yes, give date ..... / \_\_\_\_/ \_\_\_\_

Have you been employed here before? .....  YES  NO

If yes, give dates ..... FROM \_\_\_\_/\_\_\_\_/\_\_\_\_ TO \_\_\_\_/\_\_\_\_/\_\_\_\_

Are you at least 18 years of age? .....  YES  NO

Are you legally eligible for employment in this country? .....  YES  NO

Have you ever been convicted of a criminal offense other than minor traffic violations? .....  YES  NO  
(Convictions will not automatically disqualify you for employment)

If yes, indicate date(s) and type of offense(s) \_\_\_\_\_

Date available for work ..... / \_\_\_\_/ \_\_\_\_

Type of employment desired:  Full Time  Part-Time  Temporary  Educational Co-Op

Are you on a lay-off and subject to recall? .....  YES  NO

Is there anything to prevent you from working the number of hours per week required by the positions for which you are applying? .....  YES  NO

Will you work overtime if required? .....  YES  NO

Are you related to any current employee or elected official of the City of Seguin? .....  YES  NO

If yes, please indicate name and relationship: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ Class A B C .... State Issued: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
(Please Circle One)

AN EQUAL OPPORTUNITY EMPLOYER

REVISED 07/05

# Employment History

List your last four (4) employers, assignments or volunteer activities, starting with the most recent, including military experience. Explain any gaps in employment in comments section below.

EMPLOYER	TELEPHONE ( ) --	DATES EMPLOYED		Summarize the nature of the work performed and job responsibilities
ADDRESS		FROM	TO	
JOB TITLE		HOURLY RATE/SALARY		
IMMEDIATE SUPERVISOR AND TITLE		STARTING		
REASON FOR LEAVING		\$	PER	
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER		HOURLY RATE		
		FINAL		
		\$	PER	
EMPLOYER	TELEPHONE ( ) --	DATES EMPLOYED		Summarize the nature of the work performed and job responsibilities
ADDRESS		FROM	TO	
JOB TITLE		HOURLY RATE/SALARY		
IMMEDIATE SUPERVISOR AND TITLE		STARTING		
REASON FOR LEAVING		\$	PER	
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER		HOURLY RATE		
		FINAL		
		\$	PER	
EMPLOYER	TELEPHONE ( ) --	DATES EMPLOYED		Summarize the nature of the work performed and job responsibilities
ADDRESS		FROM	TO	
JOB TITLE		HOURLY RATE/SALARY		
IMMEDIATE SUPERVISOR AND TITLE		STARTING		
REASON FOR LEAVING		\$	PER	
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER		HOURLY RATE		
		FINAL		
		\$	PER	
EMPLOYER	TELEPHONE ( ) --	DATES EMPLOYED		Summarize the nature of the work performed and job responsibilities
ADDRESS		FROM	TO	
JOB TITLE		HOURLY RATE/SALARY		
IMMEDIATE SUPERVISOR AND TITLE		STARTING		
REASON FOR LEAVING		\$	PER	
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER		HOURLY RATE		
		FINAL		
		\$	PER	

Comments (include explanation of any gaps in employment)

**SKILLS AND QUALIFICATIONS:** Summarize special skills and qualifications acquired from employment or other experiences that may qualify you for work with our organization.

# Educational Background

List last three (3) schools attended, starting with most recent. List number of years completed. Indicate degree or diploma earned, if any, and major and minor field of study (if applicable).

SCHOOL	NO. YEARS COMPLETED	DEGREE DIPLOMA		MAJOR	MINOR

List any foreign language(s) and check the box that best describes your skill level.

LANGUAGE	READ AND WRITE	READ AND SPEAK	READ ONLY	SPEAK ONLY

# References

List name and telephone number of three business/work references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you.

NAME	TELEPHONE	YEARS KNOWN
	( ) --	
	( ) --	
	( ) --	

List professional, trade, business or civic associations and any offices held. (Answers to this question are optional.)

ORGANIZATION	OFFICES HELD

List special accomplishments, publications, awards. (Answers to this question are optional.) \_\_\_\_\_

--

List any professional certifications or licenses you hold: \_\_\_\_\_


**I certify that the answers given on this application are true and correct. I understand that my failure to answer all non-optional questions asked by this application, or falsification of any statement made herein, may result in rejection of my application or dismissal from employment if discovered after hiring. Furthermore, I understand that just as I am free to resign at any time, the City of Seguin reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the City of Seguin has the authority to make any assurances to the contrary.**

**I give the City of Seguin the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the City of Seguin and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.**

**As part of the employment process and/or from time to time during my employment by the City, if employed, I agree to submit upon request to a physical examination and/or drug and alcohol screening by a physician or laboratory selected and paid by the City.**

**I also agree that, if I am employed in a job requiring the operation of a motor vehicle, my failure to maintain a driving record acceptable to the City's general liability insurance carrier shall be considered misconduct that may result in my dismissal.**

**The City of Seguin is an equal opportunity employer. The City of Seguin does not discriminate in employment and no question on this application is used for the purpose of limiting or excluding any applicant's consideration for employment on a basis prohibited by local, state or federal law.**

**This application is current for only (90) days. At the conclusion of this time, if I have not heard from the City of Seguin and still wish to be considered for employment, it will be necessary for me to fill out a new application.**

**Signature of Applicant \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_**

# **Applicant Data Survey** (Completion of Information Below is Voluntary)

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age over 40 years, marital or veteran status, the presence of a non-job-related medical condition or disability, or any other legally protected status.

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

POSITION(S) APPLIED FOR \_\_\_\_\_

### REFERRAL SOURCE

ADVERTISEMENT    EMPLOYEE    RELATIVE    WALK-IN    SCHOOL     
GOVERNMENT EMPLOYMENT AGENCY    PRIVATE EMPLOYMENT AGENCY    OTHER

APPLICANT'S NAME \_\_\_\_\_  
Last First Middle Area Code Phone

ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP CODE

As required, we comply with government regulations including Affirmative Action obligations where they apply.

In an effort to comply with requirements regarding government recordkeeping, reporting and other legal obligations, we ask that you complete this application data survey. Your cooperation is appreciated.

Please be advised that your survey is considered confidential information and is not a part of your official application for employment

DATE OF BIRTH ..... \_\_\_\_/\_\_\_\_/\_\_\_\_

CHECK ONE .....  MALE  FEMALE

### CHECK ONE OF THE FOLLOWING RACE/ETHNIC GROUP

HISPANIC    BLACK    WHITE    AMERICAN INDIAN/ALASKAN NATIVE     
ASIAN/PACIFIC ISLANDER

### CHECK IF ANY OF THE FOLLOWING ARE APPLICABLE

VETERAN    DISABLED VETERAN    DISABLED INDIVIDUAL

If handicapped or disabled, what is the nature of your handicap/disability?

---

If hired into the position for which you are applying, what accommodation would you need in order to perform the job properly and safely?

---

**PRE-EMPLOYMENT PROHIBITED DRUG TEST ACKNOWLEDGEMENT FORM**

**As required by City Policy; certain federal and state regulations, all applicants for covered positions must submit to a prohibited drug test.**

**Agreement to the above cited policies and regulations authorizes the City to collect a urine or other specimen as cited the City Policy for the purpose of administering a pre-employment prohibited drug test at a time and location determined by the City, and to obtain the results from the testing laboratory.**

**In the event my specimen tests positive for the presence of a prohibited drug or substances, I will no longer be considered for employment with the City. Any further consideration for employment will be in accordance with the terms and conditions in the City Substance Abuse policy.**

**The results of the test will be reported by the testing laboratory to the Medical Review Officer who will report the test results to the designated City Officer and the Substance Abuse Program Administrator for the City for record keeping. These results will not be released to any additional parties without the written permission of the applicant named below.**

I hereby agree to submit to a prohibited drug test.

**Applicant's Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

**Driver's License Number:** \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_

(NOT A DOT REQUIREMENT)

**CITY OF SEGUIN**  
**DISCLOSURE, AUTHORIZATION, AND RELEASE TO OBTAIN**  
**INFORMATION**

**In connection with my application for employment with the City of Seguin, the City may perform a background investigation itself and/or obtain a consumer report and/or an investigative consumer report on me. Either type of consumer report is subject to the Fair Credit Reporting Act, 15 U.S.C. Section 1681 *et seq.* (“FCRA”). Under the FCRA, before the City may seek such reports, it must have my written permission to obtain the information. The City is authorized by Chapter 411 of the Texas Government Code to perform criminal history record checks on applicants for employment with the City.**

I hereby authorize and permit the City or a third party retained by the City to obtain a consumer report and/or an investigative consumer report on me, which may include: public and private records and/or other information about my employment, academic achievement, professional licenses, credit reports, prior criminal history, civil litigation, social security number, driving record, any liens or judgments, and bankruptcy.

I understand that a “consumer report” is any written, oral or other communication of any information by a “consumer reporting agency” bearing on a consumer’s credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics or mode of living which is used or collected for the purpose of serving as a factor in establishing the consumer’s eligibility for employment purposes. I understand that an “investigative consumer report” may include information as to my character, general reputation, personal characteristics, and mode of living which may be obtained by interviews with individuals with whom I am acquainted or who may have knowledge concerning any such items of information. I understand that a consumer reporting agency is not required to remove accurate derogatory information from my file unless the information is outdated or cannot be verified.

I authorize and request all persons, schools, public and private entities, credit bureaus, courts, law enforcement agencies, armed forces, employment commissions and all other government agencies to release such information about me without restriction or qualification. I voluntarily waive all recourse against, and release the requested parties from liability for complying with this Authorization. I release the City, its employees and agents from any and all liability for the preparation of any reports concerning myself or my background. I agree that a photostat or facsimile of this authorization has the same effect as the original.

I understand that under the FCRA, upon written request, I may obtain a copy of any consumer report from the consumer reporting agency that compiled the report, after I have provided proper identification. I am also entitled to a copy of my consumer rights under the FCRA.

I understand that I may have additional rights under federal or state law and may contact the following to learn of those rights: (1) the Federal Trade Commission by telephone at 1-877-FTC-HELP, or by mail at CRC-240, Washington, D.C. 20580; or (2) a state or local consumer protection agency or a state attorney general.

I understand that if the City considers any information in the consumer report when making an employment related decision that directly and adversely affects me, the City will provide me with a copy of the consumer report before the decision is finalized.

This authorization shall remain in effect over the course of my employment, so that the City may order reports periodically during the course of my employment if deemed appropriate.

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SOCIAL SECURITY NUMBER\*

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE OF BIRTH\*

\* Needed to verify identity.

\_\_\_\_\_  
TODAY’S DATE