



Employment Application

6615 N. Masters • 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? Yes No
Proof of citizenship or immigration status will be required upon employment

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
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
Your Title	Final Salary	Dates of Employment (month/year)

Briefly Describe the Nature and Duties of Your Position

Reason for Leaving

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.

**CITY OF MANVEL
AT-WILL EMPLOYMENT
APPLICANT NOTIFICATION**

Employment at the City of Manvel is at-will for an indefinite period of time, until terminated by either the City or the employee, with or without cause. That means either party may end the relationship.

No written or oral representation by the City of Manvel personnel, will create a contract of employment. No employment practice of the City is intended to create a contract of employment. No changes in the City's employment-at-will policy will be effective unless executed in writing and signed by the City Manager, the authorized representative of this City.

This City's employment guidelines are intended only as an explanation of its employment practices, policies, benefits and general guide to working for this City. They do not represent contractual terms of employment. Despite anything that the applicant may read into any City material, employment at this City is strictly at-will.

The City is entitled to modify, revoke, or replace any policies and procedures at any time. None of the City's policies are meant to serve as an employment contract.

Employees are expected to behave in a manner consistent with existing policies and codes of conduct.

ACKNOWLEDGEMENT:

I have read this at-will employment policy. I understand the employment with the City of Manvel is terminable by either party with or without cause at any time and that employment is for an indefinite period, unless terminated by either party. My signature below acknowledges my reading and understanding of this City's at-will employment policy.

Date

Applicant's Signature

APPLICANT INFORMATION FORM

NOTICE: ALL APPLICANTS MUST BE PREPARED TO PRESENT PROPER DOCUMENTATION

After an offer of employment is made, and within 72 hours of the beginning of employment, candidates will be asked to present one of the following documents:

1. U.S. Passport (can be expired)
2. Alien Registration Receipt Card with photograph (INS Form I-551)
3. Unexpired Temporary Resident Card (INS Form I-688)
4. Unexpired Employment Authorization Card (INS Form I-688A)
5. Unexpired Reentry Permit (INS Form I-327)
6. Unexpired Refugee Travel Document (INS Form I-571)
7. Unexpired Employment Authorization Document issued by the INS which contains a photograph (INS Form I-688B)
8. Native American Tribal Document

If none of the above is available, successful applicants must present one of the following:

- a. U.S. Social Security Card
- b. Native American Tribal Document
- c. U.S. Citizen ID Card (INS Form I-197)
- d. ID Card for use of Resident Citizen in the United States (INS Form I-179)
- e. Unexpired employment authorization document issued by the INS (other than those listed above)

Along with one of the following identification cards:

- f. Valid U.S. driver's license or ID card containing photograph
- g. School ID card with photograph
- h. Voter's registration card
- i. U.S. Military card or draft record
- j. Military dependent's ID card
- k. U.S. Coast Guard Merchant Mariner card
- l. Driver's license issued by a Canadian Government authority

APPLICANT CONSENT FORM

An offer of employment from the City of Manvel is contingent upon satisfactory completion of a post-offer Human Performance Evaluation, which includes substance abuse testing for the presence of drugs, adulterants and/or alcohol. All applicants are required to complete this test. If an applicant does not complete this test they will not be considered for employment. Further, any job applicant whose test results are verified positive or adulterated by the Medical Review Officer will not be eligible for employment at this time. I agree to take the required test at the collection facility designated by the City of Manvel **WITHIN 24 HOURS OF BEING NOTIFIED BY A CITY**

REPRESENTATIVE. In addition, I authorize the Collection Facility, the Laboratory, the City, and the Medical Review Officer to conduct such testing and share the results of any other relevant information with each other.

Date:_____

Applicant:_____

Date:_____

Witness:_____

I have read and understand this document and hereby refuse to take the required test.

I understand that **my refusal** means that I will not complete my post-offer employment Human Performance Evaluation and/or drug screen and therefore **I will not be eligible for employment with the City of Manvel at this time.**

Date:_____

Applicant:_____

Date:_____

Witness:_____

APPLICATION FOR COPY OF DRIVING RECORD

I, _____, hereby certify that I grant access to my Driver's License/ID Card record, inclusive of the personal information (name, address, driver identification number, etc.), to the City of Manvel or any third party agency that the City may choose to perform the background check.

Last Name

First

Middle/Maiden

Driver's License Number/State

Social Security Number

Date of Birth

Signature of License/ID Card Holder or
Parent/Legal Guardian

Date

State and Federal law requires all requestors to agree to the following:

1. In requesting and using this information, I acknowledge that this disclosure is subject to the Federal Driver's Privacy Protection Act and Texas law. As such, civil and criminal action can be taken for a false statement or representation to the D.P.S. to obtain personal information pertaining to any individual from the D.P.S. driver records (Section 730 of the Texas Transportation Code punishes false representation and false statements to obtain personal information as a Class A Misdemeanor). Further, I understand that if I receive personal information as a result of this request, I may only resell or re-disclose the information pursuant to Chapters 730 of the Texas Transportation Code and the federal Driver's Privacy Protection Act.
2. Section 730 of the Texas Transportation Code prohibits a state agency from releasing personal information unless the requestor receiving the information is the individual to whom the information applies or that individual's agent for the requestor agrees in writing with the agency that the requestor will not disseminate or publish the information on the Internet or permit another to disseminate or publish the information on the Internet. Violation of this agreement is also a Class A Misdemeanor (Section 730, Texas Transportation Code).

**EMPLOYEE'S REQUEST AND AUTHORIZATION
TO FURNISH EMPLOYMENT INFORMATION
TO
THE CITY OF MANVEL**

I, the undersigned, hereby request and authorize all my current and former employers, including their officers, agents and representatives, to furnish to the City of Manvel all documents and information relating to the following:

- (1) My current and/or former employment or
- (2) Reason(s) for leaving employment, past or present.

I HEREBY RELEASE MY CURRENT AND FORMER EMPLOYERS AND ALL OF THEIR OFFICERS, AGENTS AND REPRESENTATIVES FROM ALL CLAIMS, LIABILITY, AND CAUSES OF ACTION I MAY HAVE – NOW OR IN THE FUTURE – RELATING IN ANY WAY TO THE FURNISHING OF SUCH DOCUMENTS OR INFORMATION.

Applicant's Signature: _____ Date: _____

Printed Name: _____

**PRE-EMPLOYMENT REQUEST AND AUTHORIZATION TO
RELEASE FINANCIAL INFORMATION
TO
THE CITY OF MANVEL POLICE DEPARTMENT**

I, the undersigned, hereby request and authorize _____
Name of bank

Account number Savings account number Loan number

To release my financial records to the Manvel Police Department as a condition of a pre-employment background investigation.

Printed Name: _____

Applicant's Signature: _____

Date: _____