

**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: _____