



# Employment Application

20025 Hwy 6 • 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:

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List any certifications you currently possess:

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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:\_\_\_\_\_

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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.

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Last Name

First

Middle/Maiden

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Driver's License Number/State

Social Security Number

---

Date of Birth

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

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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).

**CITY OF MANVEL  
TERMS AND CONDITIONS**

I certify that all of the information provided by me on this application is true, correct and complete. I understand that false or misleading statements, or the omission of any information necessary to make this application complete, may result in the rejection of my application for employment or, if hired, in my dismissal.

I understand that no employment is being offered to me by my completion of this application. I also understand that if I am hired, my employment with the City of Manvel will be "AT WILL." I understand that the phrase "AT WILL" means that the City of Manvel is allowed to change the conditions of my employment, up to and including my involuntary termination, at any time for any reason or for no reason, and that similarly, I may resign at any time for any reason or for no reason. I understand that this "AT WILL" relationship may not be changed, either verbally or by any written document, unless such change is specifically acknowledged in writing by the City Manager.

I also understand that nothing contained in this application or in the granting of an interview creates a contract between the City of Manvel and myself, either for employment or for the providing of benefits.

I further understand that should I be offered employment, my employment is subject to successful completion of any applicable physical and well and drug screening as permitted by the Americans with Disabilities Act and/or other applicable law.

If I am hired, I agree to abide by all policies and procedures of the City of Manvel.

If I am hired, and terminate employment, I agree to return all property of the City of Manvel, including but not limited to, uniforms, tools, and equipment. In this connection, I authorize the City of Manvel to withhold from my wages a sum of money equal to the value of the property not returned.

I hereby authorize the City of Manvel to investigate all facts contained in my application for employment. I also authorize the release of any and all information by my present and past employers, wherever located, which may be required for a reference check. I further authorize all of my previous employers and current employer to give any and all information concerning my employment and any other pertinent information which said employers may have, personal or otherwise, and I release all parties from all liabilities for any damages which may result from the furnishing of said information.

I agree that a telephonic facsimile or photographic copy of these Terms and Conditions, including the release, shall be as valid as the original.

**APPLICANT'S ACCEPTANCE:**

I, \_\_\_\_\_, hereby accept these terms and conditions, on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(signature of applicant)

**CITY OF MANVEL  
AUTHORIZATION FOR BACKGROUND INFORMATION**

I hereby authorize, without reservation, the City of Manvel to investigate, now and during my employment with the City, if applicable, my past employment, education and activities. I similarly authorize the City to request and receive any information concerning me, including but not limited to criminal history, consumer reports, credit reports, and public records, from any persons, entities, schools, companies, corporations, partnerships, associations, credit bureaus, consumer reporting agencies, state agencies, departments of labor, law enforcement agencies, licensing agencies, and from my previous employers.

A “consumer report” refers to any information bearing on an individual’s credit worthiness, credit standing, credit capacity, character, general reputation or personal characteristics. For example, it includes (but is not limited to) a criminal records check.

I further release, discharge, and hold harmless the City of Manvel, Texas and all of its agents, any persons, law enforcement agencies, schools, or personal/business entities and their respective officers, directors, employees, representatives, and agents of any kind from any and all claims, liability, damages and responsibility of whatever kind or nature, arising out of or in connection with any act or omission in any such investigation or compliance with this authorization and request to release information, or any attempt to comply with it. This paragraph applies to any negligence, sole negligence, comparative negligence, concurrent negligence, error, or omission.

I have voluntarily signed this release to assist in the evaluation of my employment qualifications and, if employed, to assist in the determination of whether I have violated any City of Manvel policy or acted adversely to the interests of the City of Manvel. I understand and agree that this means that a background investigation may be conducted by the City of Manvel prior to being offered of position, after being offered a position, and during my employment.

I agree that if any investigation at any time reveals that I provided false information to or omitted information from the City of Manvel (including, but not limited to, my application, resume or interview), then the application process may be halted, any offer of employment may be withdrawn, or if employed, disciplinary action may occur, including termination of employment with the City of Manvel, without liability.

I understand that if the City of Manvel uses information from a consumer report for an adverse action – for example, denying employment to me, or if I am employed, termination my employment – the City of Manvel will take the following two steps.

Before the adverse action is taken, the City will provide a “pre-adverse action disclosure” that includes a copy of the consumer report and an explanation of the law.

After the adverse action is taken, the City will provide an “adverse action notice.” This document will contain the name, address and telephone number of the consumer reporting agency background check company, a statement that the company did not make the adverse decision but that the City did, and a notice that I have the right to dispute the accuracy or completeness of any of the information in the report.

I agree that a telephonic facsimile or photographic copy of this release shall be as valid as the original.

I, \_\_\_\_\_, hereby authorize and accept these terms and conditions, on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(signature of applicant or employee)