APPLICATION FOR EMPLOYMENT

City of Nassau Bay, Texas
1800 Space Park Drive, Suite 200
Nassau Bay, TX 77058
281.333.4211/phone 281.333.2301/fax
www.nassaubay.com

We are an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including race, color, age sex, religion, disability, or national origin.

Employment Desired

(PLEASE PRINT CLEARLY)

Position(s) Applied For	Date of Application

Personal Information

Last Name	First Name	Middle Name

Address	Number	Street	City	State	Zip Code

Telephone Number(s)	Driver's License Number	Social Security Number

Education

School	Name and Address of School	Course of Study	Years Completed	Diploma / Degree Date
High School				
Undergraduate College				
Graduate/ Professional				
Other (Specify)				

General

Special Courses or Training and Dates Completed

Experience/Skills Related To the Position for Which You Are Applying

Have you ever been convicted of a felony? _____ If yes, in separate page, please explain and list number of convictions, nature of offense(s) leading to conviction(s), date(s) such offense(s) was/were committed, and sentence(s) imposed.

Office/Secretarial Applications

Skill/Aptitude	Years of Experience	Words Per Minute	Software Used
Typing			
Word Processing			
Other Skills			

List training courses and dates completed and any clerical training, which may be helpful in considering your application.

Employment History (Start with your present or last job.) You MUST Complete

Employer	Dates Employed		Describe Work Performed
Address	From	To	
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Reason for Leaving			

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Address	From	To	
Telephone Number(s)	Hourly Rate/Salary		
Starting Job Title	Starting	Final	
Reason for Leaving			

Employer	Dates Employed		Describe Work Performed
Address	From	To	
Telephone Number(s)	Hourly Rate/Salary		
Starting Job Title	Starting	Final	
Reason for Leaving			

Other Experience

In this section, list any job experience not listed above that most directly relates to the job for which you are now applying.

Employer	Dates Employed		Describe Work Performed
Address	From	To	
Telephone Number(s)	Hourly Rate/Salary		
Starting Job Title	Starting	Final	
Reason for Leaving			

Applicant's Statement

I certify that answers given herein are true and complete. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this City is an "*at will*" nature, which means that the Employee may resign at any time and the City may discharge Employee at any time with or without cause. It is further understood that this "*at will*" employment relationship may not be changed by any written document or by conduct unless the change is specifically acknowledged in writing by an authorized executive of this City.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Employer.

The City of Nassau Bay maintains a Non-Smoking office policy. Non-smokers will receive preference.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

_____ _____

Signature of Applicant Date

PLEASE SUBMIT NAME, PHONE NO., ADDRESS OF THREE (3) PERSONAL REFERENCES.

CITY OF NASSAU BAY, TEXAS
BACKGROUND AND REFERENCE RELEASE AND AUTHORIZATION

PLEASE READ CAREFULLY BEFORE SIGNING

I certify that I have made no willful misrepresentation in this application, my resume, and/or any other document(s) submitted by me, nor have I withheld information in my statements and answers to questions, and I confirm that the information provided on this application and any other documents I have submitted is true, correct, and complete. I am aware that the information given by me in my application may be investigated. I agree to provide supplemental information if requested by the City of Nassau Bay. I further understand t hat falsification or omission of information including post-offer medical history information provided to the City's designated physician are grounds for rejection of this application and, should I be employed, may be grounds for dismissal. I understand that if any information provided on this form or others should change between the date I submit this application and the date of any employment offer and/or hire date, that I must communicate those changes in writing to the Human Resources Office or designee on a timely manner. I further understand that this application, resume, and any other document(s) attached become the property of the City of Nassau Bay and will not be returned. I understand and voluntarily authorize and request, without reservation, any party or agency contacted by the City of Nassau Bay including present and prior employers to furnish requested information to support my application.

Signature: _____ Date: _____

NOTICE OF CONDITION OF EMPLOYMENT

I understand that as a condition of employment with the City of Nassau Bay, Texas, I will be required to pass a medical examination and a drug screening and agree to abide by the City's Drug Control Policy.

Signature: _____ Date: _____

PLEASE COMPLETE ATTACHED
CONSUMER AUTHORIZATION FORM
AND RETURN WITH YOUR EMPLOYMENT APPLICATION.

CITY OF NASSAU BAY, TEXAS
EMPLOYMENT APPLICATION SUPPLEMENT
CONFIDENTIAL APPLICANT DEMOGRAPHICS DATA RECORD

As an equal opportunity employer, the City of Nassau Bay does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation, or any other classification protected by federal, state, or local law. The commitment of the City of Nassau Bay to a policy of equal employment opportunity requires that certain information be gathered and documented for statistical purposes. The information below is requested for Human Resources Office use only, in order to assist us in complying with EEO reporting guidelines. Since this information will not be considered for employment purposes, this page will remain separate from your Employment Application and will not be available for review at any time during the applicant selection process. In addition, upon employment, this information will not be used for any subsequent personnel decision.

Completion of this data is voluntary and will not affect your opportunity for employment or terms or conditions of employment, if hired. Identification can be declared at any time prior to or, if applicable, after hire. Please return this page with your application. If hired, this portion of the application will not become part of your personnel file. Your assistance in providing the information below is appreciated.

PERSONAL INFORMATION

NAME (LAST, FIRST, MIDDLE)			SOCIAL SECURITY NUMBER
HOME PHONE #	WORK PHONE #		DRIVER'S LICENSE NO.
DATE OF BIRTH	SEX ☐ **MALE** ☐ **FEMALE**	POSITION APPLIED FOR	

EMPLOYMENT ELIGIBILITY VERIFICATION

In what country were you born? _____

Have you the legal right to work permanently in the United States? ☐ Yes ☐ No

What documents (from those listed below) can you present to prove your legal right to work in the United States?

☐ Driver's License and Social Security Card ☐ Certificate of U. S. Citizenship or Naturalization

☐ U. S. Immigration Green Card ☐ U. S. Passport showing U. S. Citizenship ☐ Other _____

RACE/ETHNIC GROUP

☐	**Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
☐	**White (Not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
☐	**Black or African American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.
☐	**Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
☐	**Asian (Not Hispanic or Latino)** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
☐	**American Indian or Alaska Native (Not Hispanic or Latino)** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachments.
☐	**Two or More Races (Not Hispanic or Latino)** – All persons who identify with more than one of the above five races.
☐	**Race missing or unknown** – Applies to Applicants only, where a resume or application that is screened is received without any racial or ethnic identification and no further contact is made with the applicant.

MILITARY HISTORY

☐	**SPECIAL DISABLED VETERAN**: Means (A) a veteran who is entitled to compensation (or who, but for the receipt of military retired pay, would be entitled to compensation) under laws administered by the Department of Veteran Affairs for a disability rated at 10 or 20 percent in the case of a veteran who has been determined to have a serious employment disability or (B) a person who was discharged or released from active duty because of a service-connected disability.
☐	**VIETNAM ERA VETERAN**: A Vietnam Era veteran is a person who (1) served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964, and May 7, 1975, and was discharged or released with other than a dishonorable discharge; (2) was discharged or released from active duty for a service-connected disability if any part of such active duty was performed between August 5, 1964, and May 7, 1975; or (3) served on active duty for more than 180 days and served in the Republic of Vietnam between February 28, 1961, and May 7, 1975.