

AN EQUAL OPPORTUNITY EMPLOYER



1800 BRAZOSPORT BLVD
 RICHWOOD, TX 77531
 979-265-2082
 FAX 979-265-7345

FOR OFFICE USE ONLY

Please print. Application will not be considered unless completed in full and signed. Withheld and/or false information are cause for rejection or dismissal. All applications become inactive after the position is filled.

Date _____ Position Desired _____

Do you desire full or part-time work? If part-time, what hours? _____

Name: _____
 (LAST) (FIRST) (MIDDLE)

Address: _____
 (Street) (City) (State) (Zip Code)

Telephone: (_____) _____
 Area Code

Driver's License No. _____ Operator Commercial Chauffeur

State Issued: Texas Other: _____ Date Expires: _____

Person to be notified in case of emergency: _____
 (Name) (Relationship)

(Address) (City, State, Zip) (Area Code – Telephone)

1. Have you applied for employment with the City of Richwood before? Yes No Date: _____
2. Are you now or have you ever worked for the City of Richwood? Yes No Date: _____
3. Are you a citizen of the United States? Yes No
4. Have you ever been discharged or asked to resign because of Unsatisfactory conduct or performance of duties? Yes No
5. Have you ever been convicted of a crime? Yes No

If yes, explain: _____
 A criminal record will not necessarily disqualify you from employment. Your case will be considered in relationship to the requirement of the particular job.

6. Are you or your relatives related to any member of the City Council or any person employed by the City of Richwood? Yes No

(Name) (Relation) (Position)

7. Have you served in the Armed Forces or National Guard of the United States? Yes No

If yes, please complete the following:

Branch _____ Date Entered _____
 Date Discharged _____ Rank at Discharge _____
 List your specific training and duties _____

Employment Experience

List each job held. Start with your current or last job. Include military service assignments and volunteer activities.
(Exclude groups which indicate race, color, religion, gender or national origin.)

***CURRENT EMPLOYER:** _____ Supervisor: _____

Address: _____ Phone No. _____

Your Position Title & Duties: _____

Reason for desiring change: _____

Starting Date: _____

Ending Date: _____

Starting Salary: _____

Ending Salary: _____

May we contact this employer? _____

***LAST EMPLOYER:** _____ Supervisor: _____

Address: _____ Phone No. _____

Your Position Title & Duties: _____

Indicate Reason for Leaving: Resigned Discharged Lay-off Other

Explain Reason for Leaving: _____

Starting Date: _____

Ending Date: _____

Starting Salary: _____

Ending Salary: _____

***NEXT PREVIOUS EMPLOYER:** _____ Supervisor: _____

Address: _____ Phone No. _____

Your Position Title & Duties: _____

Indicate Reason for Leaving: Resigned Discharged Lay-off Other

Explain Reason for Leaving: _____

Starting Date: _____

Ending Date: _____

Starting Salary: _____

Ending Salary: _____

***NEXT PREVIOUS EMPLOYER:** _____ Supervisor: _____

Address: _____ Phone No. _____

Your Position Title & Duties: _____

Indicate Reason for Leaving: Resigned Discharged Lay-off Other

Explain Reason for Leaving: _____

Starting Date: _____

Ending Date: _____

Starting Salary: _____

Ending Salary: _____

***NEXT PREVIOUS EMPLOYER:** _____ Supervisor: _____

Address: _____ Phone No. _____

Your Position Title & Duties: _____

Indicate Reason for Leaving: Resigned Discharged Lay-off Other

Explain Reason for Leaving: _____

Starting Date: _____

Ending Date: _____

Starting Salary: _____

Ending Salary: _____

Qualified applicants are considered for all positions without regard to race, color, religion, gender, national origin, age, marital or veteran status, or the presence of a non-job related medical condition or handicap.

In relation to the education and experience record you have provided, please explain in detail any time lapse due to unemployment or other reasons.

NOTE TO APPLICANTS: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached.

_____Yes _____No

YOUR APPLICATION WILL NOT BE CONSIDERED UNLESS IT IS SIGNED AND ALL QUESTIONS ANSWERED.

1. I certify that answers given herein are true and complete to the best of my knowledge.
2. I authorized investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand the information in my personnel file(s) is confidential under Texas Civil Statutes. However, I do hereby waive any such right of confidentiality and both authorized and request that such information be made available to the City of Richwood, 1800 Brazosport Blvd. N., Richwood, Texas 77531, to whom I have made application for employment.
3. 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 of not applications are being accepted at that time.
4. I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the City of Richwood is of an "at will" nature, which means that the Employee may resign at any time and the Employer 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 such change is acknowledged in writing by an authorized of the City.
5. I understand and agree that:
 - (a) The city will not be liable and I hereby hold harmless the City of Richwood from any claim in my behalf for any damage which may result from furnishing the information requested above.
 - (b) Any material misrepresentation or deliberate omission of a fact in my application may be justification for refusal or, if employed, termination from City of Richwood employment.
 - (c) I am required to abide by all rules and regulations of the City of Richwood.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview

Yes

No

Schedule: _____

Date/Time

If No, reason:

Incomplete Application

Driver License Invalid

Uninsurable under City insurance due to driving record

Nepotism

Does not meet required minimum qualification for position

Withheld and/or false information on application

Other: _____

By: _____ Date: _____

Director of Personnel

Job Announcement No. _____



EQUAL EMPLOYMENT DATA CITY OF RICHWOOD

To The Applicant: The commitment of the City of Richwood to a policy of equal employment requires that certain information be gathered and maintained for statistical purposes only. This data will not remain attached to your application and is not used in any way in the selection process. It will be maintained in a separate file in compliance with federal law. You are not required to furnish the information below. No adverse consequences will result if you choose not to provide this information. Your voluntary cooperation is greatly appreciated.

POSITION APPLIED FOR: _____

NAME: _____ (First) (Middle) (Last)

Indicate your choice of response by placing an X in the appropriate box. If you do not wish to answer the item, please mark the "No Response" box.

A. Ethnic Category:

Check only one (definition of categories are below.)

- White, Black, Hispanic, Asian, Native American, No Response

B. Sex

- Male, Female

C. Age Group

- Under 20, 20-29, 30-39, 40-49, 50-59, 60-69, No Response

D. Veteran Status

- I am a veteran of the United States Armed Forces, honorably Separated following more than 180 days of active duty. Excluding training and reserve duty. I am not a veteran. I am a spouse of a permanently disabled veteran. I am the spouse of an active duty Armed Forces Member who is missing in action. No Response.

E. Are you disabled? (For definition of "disabled" see below.)

- Yes, No, No Response

F. How did you learn of this position?

- Newspaper (Name), Friend or relative, Walk-in (applied without knowing of opening prior), Present or past city employee, Professional Journal Advertisement, Texas Employment Commission, Other, No Response

White: Includes persons having origins in any of the original peoples of Europe, North Africa, the Middle East, or the East Indian Subcontinents. Black: Includes persons having origins in any of the Black racial groups. Hispanic: Includes persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race. Native American or Alaskan Native: Includes persons having origin in any of the original peoples of North America. Asian or Pacific Islander: Includes persons having origins in any of the original peoples of the Far East, Southeast Asia or the Pacific Islands (China, Japan, Korea, Samoa, etc.). Disabled: Anyone who has a physical or mental impairment which substantially limits one or more major life activities or has a record of such impairment or is regarded as having such impairment.



CONSENT TO PREEMPLOYMENT TESTING & BACKGROUND INVESTIGATION CITY OF RICHWOOD

DRUG TESTING

All applicants for employment will, as a pre-qualification condition, be subject to drug and alcohol testing. If evidence of the use of illegal drugs or alcohol by an applicant is discovered either through testing or other means, the employment process will be suspended. If an applicant refuses to take either the drug test or the alcohol test, the employment process will be suspended. If an applicant attempts to substitute or contaminate his or her drug screen specimen or attempts to subvert the breath alcohol test procedure, the employment process will be suspended.

Exceptions to this policy based on the religious beliefs of applicants who are members of an established church whose tenets conflict with the use of physicians or medical treatment may be granted on an individual case-by-case basis by the City Manager. Exceptions cannot be allowed for positions that require Commercial Driver's Licenses.

MEDICAL EXAMINATION

Before being appointed, and after a conditional offer of employment, a prospective employee shall undergo, at the City's expense, a thorough medical examination by a physician designated by the City. The purpose of the medical examination is to ensure that an applicant can perform the essential functions of the job for which he or she is applying. Exceptions to this policy based on the religious beliefs of applicants who are members of an established church whose tenets conflict with the use of physicians or medical treatment may be granted on an individual case-by-case basis by the City Manager.

I hereby acknowledge that I have read and understand the above City guidelines for all applicants of employment to the City. I do hereby consent to undergo a pre-employment drug/alcohol test and physical examination as part of my application for employment with the City of Richwood. I understand that further consideration of my application is contingent upon the results of that physical examination as related to my current ability to perform the job for which I am applying.

PRE-EMPLOYMENT INQUIRY RELEASE

In connection with my application for employment with the City of Richwood, I understand that inquiries will be made concerning my employment and credit histories, criminal and driving records, and other related matters. Accordingly, I hereby authorize all former employers and all other public and private concerns, including (but not limited to) consumer reporting agencies and similar entities, to release any and all information maintained by any such employer, concern, agency, or entity concerning my personal history. I understand if employment with the City of Richwood is denied wholly or partly because of information contained in a consumer report obtained from a consumer reporting (or similar) agency, that I will be entitled to receive from the City of Richwood only the name and address of the consumer reporting agency or agencies from which the report(s) was obtained.

In consideration of the City of Richwood's acceptance and consideration of my application for employment, I, and by these presents do for my heirs, agents, executors, administrators, and assigns, hereby release and forever discharge the City of Richwood and all affiliated entities from all claims, demands, damages, actions and causes of action pertaining to or arising out of the City of Richwood's consideration of my application for employment and use, so long as not malicious, of all information obtained in the course or as a result of all inquiries made into my personal history. I likewise release and forever discharge all former employers and all other public and private concerns from all liability arising out of disclosure to the City of Richwood any information pertaining to my personal history, including but not limited to the release of copies of any documents contained in any files maintained by said former employers or other public or private concerns relating in any manner to me.

This release shall be valid for two years after the date of signing. Copies of this release shall be as effective as the original.

NAME: _____ (First) (Middle) (Last)

DATE OF BIRTH: _____

CURRENT ADDRESS: _____ (Number) (Street) (Apt #) (City) (State) (Zip)

PREVIOUS ADDRESS: _____ (Number) (Street) (Apt #) (City) (State) (Zip)

Signature of Applicant _____ Date _____

