

EDUCATION AND TRAINING

Do you have a High School Diploma? Yes ____ No ____ If no, have you passed a G.E.D. Test? Yes ____ No ____

List the highest grade completed _____

| | Name of Institution Include City/State | DATES | | Major/Minor | Degree Conferred Hours Completed And/or Certification |
|---|---|---------------|-------------|-------------|---|
| | | From Mo/Yr | To Mo/Yr | | |
| COLLEGES OR UNIVERSITIES | | | | | |
| | | | | | |
| BUSINESS OR VOCATIONAL SCHOOLS | | | | | |
| | | | | | |
| MILITARY TRAINING | | | | | |
| | | | | | |
| OTHER SCHOOLING/ TRAINING | | | | | |
| | | | | | |

Please provide any additional information such as special skills, training, management experience, equipment operation or qualifications you believe will be helpful to us in considering your application.

Are you a licensed or certified member of a profession or trade? Yes _____ No _____

If YES, list _____

PERSONAL REFERENCES

(Do not list relatives or previous employers)

| Name | Address | Phone |
|------|---------|-------|
| | | |
| | | |
| | | |
| | | |

EMPLOYMENT EXPERIENCE

List complete employment experience, including military and previous employment with the City; beginning with your present or last employer.

| | | | |
|---------------------|-----------|---------------------|--------------------------|
| Employer: | | Address: | |
| City, State | Zip Code: | Phone No. () | |
| Supervisor's Name: | | Full Time | Part Time Temporary |
| Employed From: | To: | Salary: Starting: | Upon Leaving: |
| Job Title: | | Job Description: | |
| Reason For Leaving: | | | |
| Employer: | | Address: | |
| City, State | Zip Code: | Phone No. () | |
| Supervisor's Name: | | Full Time | Part Time Temporary |
| Employed From: | To: | Salary: Starting: | Upon Leaving: |
| Job Title: | | Job Description: | |
| Reason For Leaving: | | | |
| Employer: | | Address: | |
| City, State | Zip Code: | Phone No. () | |
| Supervisor's Name: | | Full Time | Part Time Temporary |
| Employed From: | To: | Salary: Starting: | Upon Leaving: |
| Job Title: | | Job Description: | |
| Reason For Leaving: | | | |
| Employer: | | Address: | |
| City, State | Zip Code: | Phone No. () | |
| Supervisor's Name: | | Full Time | Part Time Temporary |
| Employed From: | To: | Salary: Starting: | Upon Leaving: |
| Job Title: | | Job Description: | |
| Reason For Leaving: | | | |

EMPLOYMENT QUESTIONS

1. Have you ever applied for employment with the City of Jamaica Beach? Yes No If Yes, give date: _____
2. Have you ever worked for the City of Jamaica Beach? Yes No If Yes, list department and dates worked below:

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| |

3. If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No
4. Are you eligible to work in the United States without sponsorship? Yes No (proof of eligibility will be required upon employment)
5. Have you ever been fired? Yes No If Yes, explain:

| Dates | Department |
|-------|------------|
| | |
| | |

6. Are you currently employed? Yes No
7. On what date would you be available to begin work?

DRIVING INFORMATION

1. Do you have a valid Texas Driver's License? Yes No If Yes, what Class?
If no, do you have a valid Texas Identification card? Yes No
2. Has your driver's license **ever** been suspended or revoked? Yes No
If YES, provide the date, location and reason for suspension or revocation.

| Date | Location | Reason |
|------|----------|--------|
| | | |
| | | |
| | | |

List all moving traffic citations you have received in the past five (5) years:

| Month/Year | Charge | City/State | Disposition |
|------------|--------|------------|-------------|
| | | | |
| | | | |
| | | | |

Describe briefly any traffic accidents in which you have been involved, giving approximate dates and locations:

| Traffic Accident | Approximate Date | Location |
|------------------|------------------|----------|
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MILITARY RECORD

Have you ever served in the Armed Forces of the United States? Yes _____ No _____

If YES, Date of Service: From _____ To _____

Branch of Service: _____ Highest Rank Held: _____

Type of Discharge: _____

If you received a discharge other than Honorable, give complete details.

| |
|-----------------------|
| Details: _____ |
| _____ |
| _____ |

If you answered Yes to the above, were you ever disciplined while in the military service (Include Courts Martial, Captains' Masts, Company Punishments, etc.)? Yes _____ No _____

| Charge | Agency | Age at Time | Disposition |
|--------|--------|-------------|-------------|
| | | | |
| | | | |

MISDEMEANOR AND FELONY CRIME CONVICTIONS

NOTE: A conviction record, probation or deferred adjudication does not automatically eliminate you as a candidate. What you were convicted of and how long ago are important. Give all of the facts so a decision can be made. Any misstatement or omission of facts in this application may be justification for refusal or, if employed, termination of employment.

Have you ever been convicted of a felony crime? Yes _____ No _____ If Yes, explain:

| Offense Charged | Police agency, City and State | Date | Disposition of Case |
|-----------------|-------------------------------|------|---------------------|
| | | | |
| | | | |

Have you ever been convicted of a misdemeanor crime? Yes _____ No _____ If Yes, explain:

| Offense Charged | Police agency, City and State | Date | Disposition of Case |
|-----------------|-------------------------------|------|---------------------|
| | | | |
| | | | |

Are you currently under indictment, awaiting trial, on probation, or serving a period of deferred adjudication for any criminal offense? Yes _____ No _____; If YES, explain:

| |
|---------------------------|
| Explanation: _____ |
| _____ |
| _____ |

JOB APPLICANT'S AGREEMENT AND CERTIFICATION

I certify that the information given by me in this application is true in all respects, and I agree that if the information given is found to be false in any way, it shall be considered sufficient cause for denial of employment or discharge. I authorize the use of any information in this application to verify my statements, and I authorize my past employers, all references and any other persons to answer all questions asked concerning my ability, character, reputation and previous employment record. I release all such persons from any liability or damages on account of having furnished such information.

I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between the City of Jamaica Beach and myself for either employment, or for the providing of any benefit. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the City of Jamaica Beach unless made in writing. If an employment relationship is established, I understand that I have the right to terminate my employment at any time and that the City of Jamaica Beach retains the same right.

I understand that prior to being offered employment with the City of Jamaica Beach, I will be tested for use of illegal drugs and after a job is rendered me, I must undergo a medical examination. In the event I have a disability that will affect my ability to take these tests, I will so inform the City of Jamaica Beach prior to the administration of the tests so that a reasonable accommodation can be made. Requested accommodations may include accessible testing sites, modified testing conditions and accessible testing formats. The City of Jamaica Beach reserves the right to require medical documentation concerning the need for the accommodation.

I understand that if employed, policies and rules that are issued are not a contract of employment and that the employer may revise policies or procedures, in whole or in part, at any time.

I understand that this application will be kept on active file for six (6) months from the date upon which it is signed by me, after which I would have to reapply for employment in accordance with established City procedures.

Signature of Applicant

Date

**City of Jamaica Beach
Attn: Lupe Rushing
16628 San Luis Pass
5264 Jamaica Beach
Jamaica Beach, TX 77550
(409) 737-1142 / (409) 737-5211 fax**