CITY OF WIMBERLEY

221 Stillwater, Wimberley, Texas 78676

Phone: (512) 847-0025 Fax: (512) 847-0422

www.cityofwimberley.com

APPLICATION FOR EMPLOYMENT

Instructions to Applicant

Do not answer any questions before reading this page.

Application Instructions – We appreciate your interest in our organization and assure you that we are interested in your qualifications. A clear understanding of your background and work history will aid us in our assessment of you and possibly in future upgrading, should you be chosen for employment. Please follow directions, as failure to do so may result in your application not being considered.

Please indicate all relevant education and experience on the application. Employment application is always required and is utilized as the primary document to determine if the applicant meets the minimum qualifications. Resumes can be included as a supplement but cannot be used in lieu of completing the application. Applications must be entirely completed, and "see resume" will not be acceptable. Applicants applying for more than one position must complete a separate application for each position. Applications must be signed, dated, and returned to the Administration Offices by email or mailed to: City of Wimberley Attn: Personnel Coordinator, 221 Stillwater, Wimberley, Texas 78676.

1) Print, Type, or use blue or black ink only!
2) If an item does not apply, insert "N/A" in the blank.
3) If there is not enough room use a separate piece of paper. Staple it to the application.
4) Be accurate, mistakes or missing information may cause your application to be excluded from consideration.

E.E.O.C. AND AFFIRMATIVE ACTION

The Civil Rights Act of 1964, various other state and federal laws prohibit discrimination based on race, color, religion, sex, age, national origin, ancestry and physical or metal disability. The City of Wimberley strives to fully comply with all laws and regulations of this type. The City of Wimberley has, as its goal, to have all groups of the population of the City of Wimberley fully represented in its employees.

RELEASE

The facts presented in this application are true and complete, and I understand that if I am employed, any false statements or omissions shall be considered sufficient cause for dismissal.

I hereby authorize the City of Wimberley to make any investigation of my personal history, prior to employment and financial credit record through any investigative means or agencies the City of Wimberley may choose to utilize; and I hereby authorize my former employers to release information pertaining to my work record, my work habits, and my work performance while in their employment.

I also hereby authorize the individuals listed as my personal references to release any personal information that may pertain to my work habits or performance.

I further understand that failing to sign this release/authorization will cause my application no to be considered.

Employment with the City of Wimberley is for an indefinite term and either the City or the employee can terminate employment at any time, with or without cause, and with or without notice.

SIGNATURE OF APPLICANT: _____ DATE: _____

APPLICATION FOR EMPLOYMENT
City of Wimberley

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legal protected status.

Date:	**Interview:** ☐ Yes ☐ No Date of Interview: _____
How were you referred to us?	Email:

(PLEASE PRINT OR TYPE)

PERSONAL INFORMATION

Position Applied For: Dept.:

Last Name First Name Middle Name

Address City State Zip Code

Mailing Address (if different from above) City State Zip Code

Telephone Numbers(s) Social Security Number

(_____) _____ (_____) _____ _____ - _____ - _____

Best time to contact you: _____ a.m. / p.m.

If you are under 18 years of age, can you provide proof of your eligibility to work? ☐ Yes ☐ No

Do any of your relatives, spouse, or friends, currently work for the city or any of its depts.? ☐ Yes ☐ No
If yes, state name, relationship and location:_____

Are you currently employed? ☐ Yes ☐ No
May we contact your present employer? ☐ Yes ☐ No

Have you ever applied for employment with us? ☐ Yes ☐ No
If yes, what dept.: _____ Dates _____

Have you previously worked for the City of Wimberley? ☐ Yes ☐ No
If yes, what dept. and dates:_____ From _____ To_____

Have you ever been convicted of a felony? (Convictions will not necessarily disqualify an applicant for employment). If yes, explain: ☐ Yes ☐ No

If selected for employment are you willing to submit to a background check? ☐ Yes ☐ No

Are you authorized to work in the U.S.? ☐ Yes ☐ No
(Proof of citizenship and/or immigration status will be required upon employment)

If selected for employment are you willing to submit to an alcohol & drug screening? ☐ Yes ☐ No

Have you been told the essential functions of the job or have you viewed a copy of the job description listing the essential functions of the job? ☐ Yes ☐ No

Can you travel is a job requires it? ☐ Yes ☐ No

EMPLOYMENT AVAILABILITY *(check all that you are willing to work)*

Hours: ☐ Full Time ☐ Part Time	☐ Mornings ☐ Afternoon ☐ Evenings ☐ Weekends	Status: ☐ Regular ☐ Seasonal / Temporary From/To _____

Date available to start: _____ / _____ /_____ Desired Salary? _____

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.
Can you perform these essential functions of the job with or without reasonable accommodation? ☐ Yes ☐ No

EDUCATION

SCHOOL LEVEL	NAME	ADDRESS/LOCATION	SUBJECT STUDIED	YEARS COMPLETED	DIPLOMA / DEGREE
High School/GED					
Undergraduate College					
Graduate/Professional					
Trade, Business or Other					

EMPLOYMENT HISTORY *(Start with most recent)*

Employer:	Name of Supervisor:	Work Phone:
Address	City	State, Zip
Dates Employed (*month & year*):	Starting Pay Rate:	Ending Pay Rate:
Title: _____ and Job Description:		
Reason for Leaving:		May we contact? ☐ Yes ☐ No

Employer:	Name of Supervisor:	Work Phone:
Address	City	State, Zip
Dates Employed *(month & year):*	Starting Pay Rate:	Ending Pay Rate:
Title: _____ and Job Description:		
Reason for Leaving:		May we contact? ☐ Yes ☐ No

Employer:	Name of Supervisor:	Work Phone:
Address	City	State, Zip
Dates Employed *(month & year):*	Starting Pay Rate:	Ending Pay Rate:
Title: _____ and Job Description:		
Reason for Leaving:		May we contact? ☐ Yes ☐ No

COMMENTS: *(Include explanation of any gaps in employment)*

_____

_____

Describe any specialized training, skills, and extra-curricular activities:

_____

_____

List professional, trade, business, volunteer or civic activities and offices held. *Note: you may exclude membership which would reveal gender, race, religion, national origin, age ancestry, disability, or other protected status.*

_____

_____

SPECIALIZED SKILLS/EQUIPMENT *(List any skills, equipment, training relating to the position)*

☐ **PC** ☐ **MAC** ☐ **Typing – WPM** ☐ **Shorthand – WPM _____** ☐ **Other _____**

State any additional information you feel may be helpful to us in considering your application.

_____

_____

REFERENCES *(Business & Professional ONLY, do not include family members or friends)*

Name	Title	Company	Relation	Phone No.

RESIDENCE ADDRESS HISTORY- PROVIDE (5) YEARS OF ADDRESS HISTORY

ADDRESS	FROM	TO

APPLICANT'S STATEMENT

AUTHORIZATION FOR RELEASE OF EMPLOYMENT AND BACKGROUND INFORMATION *(Please review statement carefully)*

I certify that answers given herein are true and correct, to the best of my ability. I understand that consideration for employment in this position is contingent upon the results of a background and reference check. I therefore authorize the City of Wimberley to investigate all statements made on my application for employment and to discuss the results of its investigations with those responsible for hiring. I further authorize the City of Wimberley to contact my former employers and any listed references or other persons who can verify information, and I give my consent for former employers and other contacted persons to respond to questions pertaining to information on this application. I understand that such information may also include performance evaluations, attendance records, promotions, salary history and disciplinary action against me. I understand that the City of Wimberley will also conduct a criminal background check and driver's license check. Further, I release from liability such former employers or other persons contacted by and proving information to the City of Wimberley. 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 organization 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 specifically acknowledged in writing by an authorized executive of the City of Wimberley.

In the event of employment, I understand that false or misleading information given in my application or interview may result in discharge.

PRE-EMPLOYMENT ALCOHOL AND DRUG SCREENING PROGRAM *(Please review statement carefully)*

All applicants for employment with the City of Wimberley must be aware that the City has an alcohol and drug screening test as a requirement for pre-employment and continued employment.

All applicants must give written consent to the laboratory that the City has selected to conduct blood/urine tests as a part of a pre-employment requirement.

Positive results that are not part of a currently prescribed medical treatment will eliminate the applicant from employment.

Applicants who refuse to comply with the alcohol and drug screen procedures will not be employed.

Applicants who refuse to authorize the City and their personal physician to discuss any medications that adversely affect their job performance will not be employed.

I have read and understand the City's requirement to conduct blood/urine tests for alcohol and drugs as a part of my pre-employment physical. I give my permission to the City to conduct the required test(s).

APPLICANT'S ACKNOWLEDGEMENT

***Applicant's Full Name:**		
***Date of Birth:**	***Social Security No.:**	
***Driver's License No.:**	**State of Issue:**	**Exp.:**
Authorized Signature:		**Date:**

**Required for background check purposes only and will not be used for any other purposes.*

Review, sign, and date all sections of application (Failure to do so will eliminate the applicant from consideration for employment)