CITY OF UVALDE
Uvalde, Texas
P.O. BOX 799 | UVALDE, TEXAS | 78802-0799
(830) 278-3315 | FAX: (830) 275-4964
http://www.uvaldetx.gov | city departments | human resources | employment opportunities

FOR CITY USE ONLY

Date Received: _____

Received by: _____

Time Received: _____

Employment Application

We welcome and appreciate your interest in employment with the City of Uvalde. We are a Drug Free and Equal Opportunity Employer and do not discriminate on the basis of race, color, sexual orientation, national origin, gender, religion, age, or disability in employment. A clear understanding of your background and work history will aid us in our assessment of you. Please follow the directions. Applications must be completed in full. Any incomplete applications will not be considered.

Application Directions:

1. You may fill in the PDF, save, and submit to **employment@uvaldetx.gov**; or complete the application manually using blue or black in.
2. Print or type only.
3. If an item does not apply, insert "N/A" in the blank.
4. If there is not enough room to answer the questions, use a separate piece of paper and staple it to the application.
5. Be accurate. Mistakes or missing information may cause your application to be excluded from consideration.
6. Do not answer any question before reading this page.

APPLICANT'S STATEMENT:

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize the City of Uvalde to make an investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I understand that the City of Uvalde reserves the rights to disqualify any applicant who provides an incomplete application or who is found to have misrepresented or omitted information during any part and on any forms during the employment process. (Resumes will not be accepted in lieu of completing the application, but may be attached.)

At Will Employment

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

Signature_____Date _____

Please Print or Type ***Answer all questions completely and accurately.***

Position Applied for_____ Today's Date _____

Last Name _____ First Name _____ Middle Initial _____

Physical Address_____Apt. No. _____

City_____ State _____Zip Code _____

Mailing Address _____

City_____ State _____Zip Code _____

Telephone # Home _____ Cell _____

E-mail _____

Are you at least 18 years of age? ☐Yes ☐No If under 18, what is your age? _____

What type of employment are you seeking? ☐Full-Time ☐Part-Time ☐Summer/Seasonal ☐Temporary

Are you willing to work hours other than 8-5? ☐ Yes ☐ No

Is there any day of the week that you are unable to work? ☐ Yes, If yes-please indicate which day: _____ ☐ No

Please indicate the date available to begin work: _____

Are you willing to travel (if needed for training, etc.)? ☐Yes ☐No

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PREVIOUSLY EMPLOYED

Have you previously worked for the City of Uvalde? ☐ Yes ☐ No

If yes, what department(s)?

Position: _____ From: _____ To: _____

Position: _____ From: _____ To: _____

EMPLOYMENT ELIGIBILITY VERIFICATION

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

What documents can you show 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
☐ "Green Card"
☐ U.S. Passport showing U.S. Citizenship
☐ Other (Specify)

MILITARY SERVICE

Are you a veteran? ☐Yes ☐No Dates of Service From _____ To_____

Relationship to City Council or Other Employees

Are you related to any member of City Council? ☐ Yes ☐ No

If yes, Name: _____ Relationship: _____

If yes, Name: _____ Relationship: _____

Are you related to any City employee? ☐ Yes ☐ No

If yes, please give Name: _____ Relationship: _____

Department: _____ Title: _____

If yes, please give Name: _____ Relationship: _____

Department: _____ Title: _____

EDUCATION HISTORY

High School Graduate or GED? ☐Yes ☐No

Name/Location of High School or GED Institute: _____

ADDITIONAL ACADEMIC/VOCATIONAL/BUSINESS EDUCATION

Name of School/ Location	Areas of Study	Trade School/College Sem. Hrs.	Type of Certificate Received	Type of Diploma/Degree Received

CURRENT LICENSES / CERTIFICATIONS / REGISTRATIONS

Submit a copy of the required certification with this application.

License/Certification Type (P.E.; R.N., CPA, etc)	Issuing Authority/Agency	Agency City/State	Issue Date	Expiration Date	License No.

Has your license/certification been denied, revoked, suspended, or subject to discipline by the licensing and/or professional authority? ☐Yes ☐No **If yes**, provide details on a separate sheet.

DRIVER'S LICENSE INFORMATION

Please check one: ☐ Driver's License ☐ ID If applicable- Is your license a Commercial License? ☐ Yes ☐ No

State Issued:_____ Number:_____ Expiration Date:_____

Type/Class:_____ Restrictions _____

EMPLOYMENT HISTORY

List last five (5) employers. Begin with your most recent position. Explain any gaps in employment. Attach additional sheets as needed. OPTIONAL: Additional information on your training and/or experience which relates to the job opening may be provided on attached sheets.

Company Name: _____ Phone: _____

Address: _____

City _____ State _____ Zip _____

Supervisor Name: _____

Job Title: _____

From_____/_____to_____/ _____ Rate of Pay: _____ ☐Hourly ☐Salary
Month Year Month Year

Reason for Leaving _____

Describe your work and summarize special job-related skills and qualifications acquired from employment:

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Company Name: _____ Phone: _____

Address: _____

City _____ State _____ Zip _____

Supervisor Name: _____

Job Title: _____

From_____/_____to_____/_____ Rate of Pay: _____ ☐Hourly ☐Salary
Month Year Month Year

Reason for Leaving _____

Describe your work and summarize special job-related skills and qualifications acquired from employment:

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Company Name: _____ Phone: _____

Address: _____

City _____ State _____ Zip _____

Supervisor Name: _____

Job Title: _____

From_____/_____to_____/_____ Rate of Pay: _____ ☐Hourly ☐Salary
Month Year Month Year

Reason for Leaving _____

Describe your work and summarize special job-related skills and qualifications acquired from employment:

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Company Name: _____ Phone: _____

Address: _____

City _____ State _____ Zip _____

Supervisor Name: _____

Job Title: _____

From_____/_____to_____/ _____ Rate of Pay: _____ ☐Hourly ☐Salary
Month Year Month Year

Reason for Leaving _____

Describe your work and summarize special job-related skills and qualifications acquired from employment:

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Company Name: _____ Phone: _____

Address: _____

City _____ State _____ Zip _____

Supervisor Name: _____

Job Title: _____

From_____/_____to_____/_____ Rate of Pay: _____ ☐Hourly ☐Salary
Month Year Month Year

Reason for Leaving _____

Describe your work and summarize special job-related skills and qualifications acquired from employment:

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Describe specialized training, apprenticeship, skills, job related training or other qualifications/experience:

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Please answer yes or no to the following questions and attach additional sheets as needed.

1. a) Have you ever been disciplined or discharged for theft or related offenses by any employer? ☐Yes ☐No

If yes, state name and address of employer and explain the circumstances. _____

_____

b. Have you ever been disciplined or discharged for fighting, assault or related behavior by any employer?

☐Yes ☐No **If yes**, state name and address of employer and explain the circumstances._____

_____

c. Have you ever been disciplined or discharged for insubordination or violation of safety rules? ☐Yes ☐No

If yes, state name and address of employer and explain the circumstances. _____

_____

d. Have you been dismissed or asked to resign from any job whether or not listed on this application for other reasons? ☐Yes ☐No **If yes**, state name and address of employer and explain the circumstances.

_____

_____

PERSONAL REFERENCES

Please list at least two (2) Personal References. Do not list former employers or relatives. Those listed should be familiar with your qualifications for employment.

Name: _____ Relationship: _____

Occupation: _____ Phone Number: _____

Name: _____ Relationship: _____

Occupation: _____ Phone Number: _____

Name: _____ Relationship: _____

Occupation: _____ Phone Number: _____

READ CAREFULLY BEFORE SIGNING

I certify that all information provided by me on this and other related employment documents is true, complete and correct. I understand and agree that any misstatement, falsification, misrepresentation, or omission of information is sufficient grounds for either my immediate discharge without recourse, or refusal of employment by the City of Uvalde.

I understand and agree that all information in this application may be verified by the City of Uvalde, and that references may be checked. Once a conditional offer of employment is made, I must satisfactorily pass any additional post job offer employment testing including but not limited to a physical, drug and/or alcohol tests.

I authorize all individuals and organizations named or referenced to in this application, or given otherwise by me as references, to give the City of Uvalde any and all information relative to my employment, education, work history, character or any other related information referenced in this application, personal or otherwise. I authorize the City of Uvalde to verify and investigate the status of my driver's license and to conduct any background check it deems necessary, including review of criminal history records. I hereby release the City, and any individual who provides or obtains information pursuant to this authorization, from any and all liability for damages of any kind that may result to me on account of compliance, or attempts to comply with this authorization. I am also aware that my application is subject to the Texas Open Records Law and may be released as a public document.

I understand that this is not an employment agreement between the City of Uvalde and the applicant.

Signature_____ Date _____

NOTICE OF CONDITIONS OF EMPLOYMENT

I understand that as a condition of employment with the City of Uvalde, I will be required to pass a pre-employment drug test and agree to abide by the City's Alcohol and Drug Policy.

Signature_____ Date _____

SOURCE OF INFORMATION ABOUT APPLYING

☐Friend ☐Newspaper ☐Social Media ☐Public Information Channel ☐TML Website ☐Walk In

City of Uvalde

Hiring Process

APPLICANTS:

On behalf of the City of Uvalde, we appreciate your interest in the position for which you applied. Once the job notice deadline closes, the Department Head, Supervisor, and Director of Human Resources will begin reviewing applications. We expect to complete the preliminary process in the next several weeks, at which time we expect to begin scheduling interviews.

However, please know that our application process may take longer than expected. For this reason, please be aware that our response time frame remains variable.

FOR THOSE SELECTED FOR INTERVIEWS:

- Upon completion of the interview, the Department Head and/or Supervisor will discuss the interviews that were conducted and select the most qualified applicant for the position.
- The Department Head and/or Supervisor will contact the Director of Human Resources and notify her on who they have selected for the position.
- The Director of Human Resources will contact the applicant and provide them with a **Conditional Offer of Employment**. The Conditional Offer of Employment is an offer of employment that is dependent on the successful completion of the City's Pre-Employment Terms and Conditions, such as:
    1. **Evidence of eligibility to work in the U.S.** (i.e. State of Texas Driver's License and Social Security Card, U.S. Passport showing U.S. Citizenship, Certificate of U.S. Citizenship or Naturalization, etc.)
    2. **Evidence and confirmation of educational credentials** (i.e. High School Diploma, Transcript, General Education Development, etc.)
    3. **Satisfactory Background Check**
    4. **Satisfactory post-offer pre-employment drug screen**
    5. **Satisfactory Driving History** (for positions that require operation of City equipment and/or vehicles)
- Once the Pre-Employment Testing Results have been received the applicant will be given a Final Offer of Employment ***only*** if favorable results are received. At such time, you will be contacted by the Director of Human Resources, who will schedule the applicant's start date.
- As stated in the Conditional Offer of Employment, if favorable results are received, employment with the City becomes final if accepted. In accepting our offer of employment, the applicant certifies their understanding that their employment will be on an At-Will basis, and that neither the applicant nor any City representative have entered into a contract regarding the terms or the duration of the employment. As an At-Will employee, the applicant will be free to terminate their employment with the City at any time, with or without cause or advanced notice.
- Once we have scheduled a start date, the New Hire Packet, which will detail the benefits we offer our full-time employees, will be mailed to the mailing address you provided on your application. The packet will also contain our Employee Handbook as well as pertinent documents.

Again, we appreciate your interest in the City of Uvalde. We wish you the best of luck.