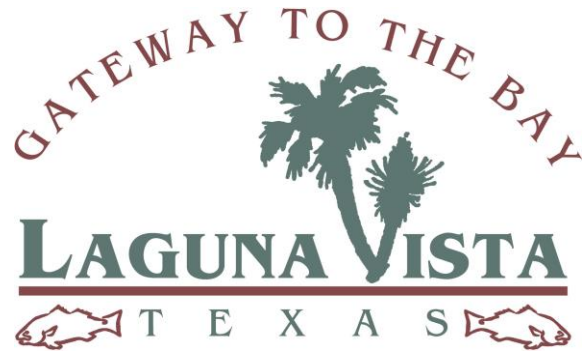




Application for Employment

Name _____ Social Security # _____ Date: _____

Address _____
Street City State Zip

Telephone number (Home) _____ (Cell) _____

Are you over 18 years old? ☐ Yes ☐ No

Are you authorized to work in the United States on an unrestricted basis? ☐ Yes ☐ No

Position applying for: _____

How did you learn of this opening?

Have you worked here before? ☐ Yes ☐ No

Are you related to any elected official or any employee of the City? ☐ Yes ☐ No

If yes, give person's name, department (if applicable) and relationship to you: _____

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

Can you perform these essential functions with or without reasonable accommodation? ☐ Yes ☐ No

Have you ever been convicted of any crime? ☐ Yes ☐ No (Conviction will not necessarily disqualify an applicant for employment.) If yes describe:

NAME OF SCHOOL	NAME & LOCATION OF SCHOOL	YEAR GRADUATED	MAJOR	DIPLOMA/ DEGREE
HIGH SCHOOL				
COLLEGE/ UNIVERSITY				
COLLEGE/ UNIVERSITY				
OTHER TRAINING/EDUCATION				

Town of Laguna Vista
122 Fernandez St.
Laguna Vista, Texas 78578
O: (956) 943-1793 F: (956) 943-3111

List all licenses and certificates you may hold such as drivers, electricians, plumbing, etc.

TYPE	NUMBER	EXPIRATION DATE

Most Recent Employer:	Address:	Telephone:
Date Started:	Starting Salary:	Starting Position:
Date Left:	Ending Salary:	Ending Position:
Name and Title of Supervisor:	Address:	Telephone:
Description of Duties:		
Reason for Leaving:		
Previous Employer:	Address:	Telephone:
Date Started:	Starting Salary:	Starting Position:
Date Left:	Ending Salary:	Ending Position:
Name and Title of Supervisor:	Address:	Telephone:
Description of Duties:		
Reason for Leaving:		
Previous Employer:	Address:	Telephone:
Date Started:	Starting Salary:	Starting Position:
Date Left:	Ending Salary:	Ending Position:
Name and Title of Supervisor:	Address:	Telephone:
Description of Duties:		
Reason for Leaving:		

REFERENCES

Please list below three people not related to you who have knowledge of your work performance and/or personal qualifications within the last 5 years.

Name		Occupation
Company name	Address	
Telephone	E-mail	Years acquainted
Name		Occupation
Company name	Address	
Telephone	E-mail	Years acquainted
Name		Occupation
Company name	Address	
Telephone	E-mail	Years acquainted

Person to notify in case of an emergency: _____

ATTENDANCE AND PUNCTUALITY INFORMATION

Consistent attendance and punctuality are essential requirements of every job with the Town of Laguna Vista. Is there anything that would interfere with your regular attendance and punctuality if you were offered a job with the Town of Laguna Vista? ☐ Yes ☐ No

If yes, please explain: _____

RELEASE OF INFORMATION AGREEMENT

TO WHOM IT MAY CONCERN: I am an applicant for a position with the Town of Laguna Vista. The Town needs to thoroughly investigate my employment background and personal history to evaluate my qualifications to hold the position for which I applied. It is in the public's interest that all-relevant information concerning my personal and employment history is disclosed to the Town of Laguna Vista. I hereby authorize any representative of the Town of Laguna Vista bearing this release to obtain any information in your files pertaining to my employment records and I hereby direct you to release such information upon request of the bearer. I do hereby authorize a review of and full disclosure of all records, or any part thereof, concerning myself, by and to any duly authorized agent of the Town of Laguna Vista, whether said records are of public, private, or confidential nature. The intent of this authorization is to give my consent for full and complete disclosure. I reiterate and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of background investigation that may provide pertinent data for the Town of Laguna Vista to consider in determining my suitability for employment in that department. It is my specific intent to provide access to personnel information, however personal or confidential it may appear to be.

I consent to your release of any and all public and private information that you may have concerning me, my work record, my background and reputation, my military service records, educational records, my financial status, my criminal history record, including any arrest records, any information contained in investigatory files, efficiency ratings, complaints or grievances filed by or against me, the records or recollections of attorneys at law, or other council, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest, attendance records, polygraph examinations, and any internal affairs investigations and discipline, including and files which are deemed to be confidential, and / or sealed.

I hereby release you, your organization, and all other from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release you, as the custodian of such records, including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. I direct you to release such information upon request from the duly accredited representative of the Town of Laguna Vista of any agreement I may have made with you previously to the contrary. The Town of Laguna Vista requesting the information pursuant to this release will discontinue processing my application if you refuse to disclose the information requested.

For and in consideration of the Town of Laguna Vista's acceptance and processing of my application for employment, I agree to hold all previous employers, their agents and employees harmless from all claims and liability associated with my application for employment or in any way connected with the decision whether to employ me with the Town of Laguna Vista. I understand that should information of a serious criminal nature surface because of this investigation, such information may be turned over to the proper authorities.

I understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, regarding access and to disclosure of records, and I waive those rights with the understanding that the Town of Laguna Vista in conjunction with employment procedures will use information furnished. A photocopy or FAX copy of this release form is valid, as an original thereof, even though the said photocopy or FAX copy does not contain an original writing of my signature. This waiver is valid of a period of one year from the date of my signature. Should there be any questions as to the validity of this release, you may contact me at the address listed on this form. I agree to pay all charges or fees concerning this request and can be billed for such charges at the address listed on this application form. I agree to indemnify and hold harmless the person to whom this request is presented and his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request.

Signature _____ Date _____

TERMS AND CONDITIONS OF EMPLOYMENT

The Town of Laguna Vista is an equal opportunity employer and selects the best-matched individuals for the job based upon job-related qualifications, regardless of race, color, creed, sex, national origin, age, handicap or other protected groups under state, federal or local equal opportunity laws.

I UNDERSTAND AND AGREE THAT:

1. Completing this application will in no way assure that I will be employed.
2. This application was completed by me; all entries on it and information in it are true and complete to the best of my knowledge and any misrepresentation of information given shall be considered as an act of dishonesty subjecting me to disqualification or discharge when discovered. I will furnish freely such information or documents that may be required to complete my employment file.
3. In consideration of my being considered for employment and/or being employed I hereby agree to submit to a physical examinations and test as may be required by the City, and I do hereby release and assign unto the Town of Laguna Vista, all rights, title and interest that I may subsequently acquire in all records and reports arising out of or in connection with said examinations and test and waive all rights to be advised on the content of said records and reports or to receive copies thereof, without the prior written consent of the Town of Laguna Vista.
4. If employed, I agree to conform to the rules and regulations of the city and that my employment will or sufferance of the city subject to termination without recourse at any time for any or no reason. In partial consideration for accepting an offer of employment with the Town of Laguna Vista at any time for any reason subject only to a two-week advance notice of my intentions to terminate my employment and reservation of all vested fringe benefits to which I am entitled pursuant to former or existing fringe benefit programs in effect during employment.
5. I authorize the release of my education records by any educational agency or institution, which I have attended and secure a credit report including information as to my character, general reputation, personal characteristics, and mode of living. I may receive the name of the investigating consumer reporting agency from whom I may make a written request to receive full disclosure of any such investigative consumer report within five days following the date of my written request to receive the same.
6. I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the Town of Laguna Vista 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.

Signature _____ **Date** _____