**Personnel Department**

**Employment/Volunteer** 701 E Expressway 83

**Application** La Joya TX 78560-4051

956.581.7002

In compliance with federal, state and local equal employment laws, the City of La Joya does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, non-job-related medical condition, handicap or disability, family status, or other protected class. If you need an accommodation to complete this application or any test, notify Personnel Department staff.

# **Applicant Information**

Please PRINT

Full Name Application Date

Address Position

City, State, Zip Social Security #

Phone Date Available

email

**Position Availability**

[ ]  Employment Application [ ]  Full-Time

[ ]  Volunteer Placement [ ]  Part-Time

 (eg, CERT, Fire, Library, Parks, Police) [ ]  Seasonal/Temporary

Previous employment with City of La Joya? [ ]  Yes [ ]  No If yes, when?

Can you travel if required by this position? [ ]  Yes [ ]  No

# **Nepotism Disclosure**

If you are related by blood or marriage to any member of the City Council or any person currently employed by the City of La Joya, list name and relationship below:

|  |  |
| --- | --- |
| **Relative Name** | **Relationship** |
|  |  |
|  |  |

(Reference [Government Code, Ch 573](https://statutes.capitol.texas.gov/Docs/GV/htm/GV.573.htm))

# **Prior Convictions**

**Felonies**: List and describe all convictions, nature of the charge, date of conviction, location or jurisdiction, and sentence (probation/prison). If none, check here: [ ]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Misdemeanors (Class A & B)**: List and describe all convictions, the nature of the charge, date of conviction, location or jurisdiction, and sentence (probation/prison): If none, check here: [ ]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note: A Criminal Background check will be conducted on all employment applications and other volunteer placements. A criminal record does not constitute an absolute prohibition to employment or volunteer placement. Mitigating factors (eg, age at the time of offence; rehabilitation efforts; date and seriousness of the crime) will be considered.**

# **Employment History**

List employers for last five (5) years, beginning with your most recent job (including part-time, temporary or seasonal employment). If additional space is needed, please provide an attachment.

Employers may be contacted to verify your employment record.

Employer From To

Address Position

City, State, Zip Last annual salary $

Phone Supervisor

Reason for leaving

Employer From To

Address Position

City, State, Zip Last annual salary $

Phone Supervisor

Reason for leaving

Employer From To

Address Position

City, State, Zip Last annual salary $

Phone Supervisor

 Reason for leaving 

# **References**

Give the name and number of three (3) references that have personnel knowledge of your professional experience.

|  |  |  |
| --- | --- | --- |
| **Name** | **Address** | **Phone Number**  |
|  |  |  |
|  |  |  |
|  |  |  |

# **Educational Background**

|  |  |  |
| --- | --- | --- |
| **Educational Institution** | **Dates Attended** | **Graduated** |
| High School |  | Diploma or [ ] GED [ ]  |
| Community College |  | Certificate [ ] Associate [ ]  |
| Community College |  | Certificate ☐Associate ☐ |
| University |  | Bachelor ☐Master ☐ |
| University |  | Bachelor [ ] Master [ ]  |

If additional space is needed, please provide an attachment.

#

# **Skills & Qualifications**

List all licenses (eg, drivers, electrician, Firefighting, Peace Officer, water treatment).

|  |  |  |  |
| --- | --- | --- | --- |
| **Type** | **Issuing Agency** | **License Number** | **Expiration Date** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

List special skills, certifications and qualifications acquired from employment or other experiences.

[ ]  CPR [ ]  Other:

[ ]  First Aid [ ]  Other:

[ ]  Fire Service [ ]  Other:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **Referral Source**

[ ]  [AARP](https://secure.aarp.org/applications/user/login?client_id=0oa2mw2yptd6Gd6t02p7&promo=VTM&redirect_uri=https://aarpvolunteer.my.site.com/vtm/services/authcallback/OktaOpenId&response_type=code&scope=aui+aa+bui+ba&state=CAAAAYuld9uSMDAwMDAwMDAwMDAwMDAwAAAA9vbkR9ciBwvAVQwqJ2F8vOecdZ1Dpwr5G9znM1IkLlsUDDAl3Y0OAHj4IrOpjxWm1zcsq0T0j5SLLrFS5trSzloxxxP1-fM3XgzgtoaL1YANJzmwrrzTMqe5HTGHf5kfniSbTHFSXlH9QWVNbtq90xsUuDsjQsoY45owgG_M7D8FFogjV7FWjAOBcNdqsECJAGuYQQtKKylwXeDJMaGE5WfOjWwYZLBSRnbnTtjUt89JGU87kFK5HzW4cXUhHvQmfR-aea10iyh8ZHgwuBHuo-g=) [ ]  Friend

[ ]  Advertisement (eg, newspaper) [ ]  High School Program

[ ]  City Website ([lajoyatx.gov](file:///C%3A%5CUsers%5CCity%20of%20La%20Joya%20PR%5CDocuments%5CPersonnel%5CForms%5Clajoyatx.gov)) [ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  College Placement (eg, [UTRGV](https://www.utrgv.edu/careercenter/), [STC](https://studentservices.southtexascollege.edu/careerservices/)) [ ]  State Program

[ ]  Employment Agency (eg, [Indeed](https://www.indeed.com/)) [ ]  [Texas Workforce Commission (TWC)](https://www.twc.texas.gov/services/job-search)

# **Certification & Agreement**

**PLEASE READ THE FOLLOWING CAREFULLY**

*I hereby authorize the City of La Joya to fully investigate my record and work qualifications either before or after my employment/volunteer services with the City of La Joya and agree to facilitate such investigation. I also herby authorize any persons, office, agency or source, having information and knowledge about my personal, employment, criminal, educational, driving record, credit or financial history, related injury information, physical screening, drug/alcohol screening and other related matters as may be necessary in arriving at an employment decision to furnish and release such information to the City of La Joya. I hereby release employers, schools, agencies, or persons from all liability in responding to inquiries in connection with my application.*

*In submitting this application, I understand that it becomes the property of the City of La Joya and will not be returned or altered by City staff. I hereby understand and acknowledge that any employment relationship with the City is of an “at will” nature, which means any employee may be terminated by the City Manager at any time in accordance with applicable law.*

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_**

Applicant Signature Date

# **Personnel Department Use**

## Background Check

* Nepotism Disclosure:
* Prior Convictions:
* Employment History:
* References:
* Educational Background:

## Interview Information

(Date, Interviewer(s))

## Employment/Placement Determination