EMPLOYMENT INFORMATION PAGE

A Supplement to the Employment Application

Thank you for your interest in employment with the City of New Braunfels (City); we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in our assessment of you. Please read the following information carefully before completing the Employment Application.

- The City is an **Equal Opportunity Employer** and does not discriminate against any individual on the basis of race, color, sex, religion, national origin, age or disability. Reasonable accommodation for persons with disabilities will be made upon request; please provide at least forty-eight (48) hours advance notice.

- Please use blue or black ink when completing the Employment Application; print or type only. If an item does not apply, insert "N/A" in the blank.

- The City requires all individuals who wish to be considered for employment to complete and sign an Employment Application. **A resume may be attached to the application but may not be substituted for the application.** Incomplete applications will not be processed.

- The application form and all attachments become the official property of the City. Any questions or concerns regarding the application process should be directed to the Human Resources Department.

- If a deadline is given for a position vacancy, completed applications must be received in the Human Resources Department office by 5:00 pm on the date of the deadline to apply.

- The employment process takes a minimum of three (3) weeks from the time an application is submitted, or the date of the deadline to apply; however, some positions may take longer. The hiring department will contact applicants selected for interviews and will make the final hiring decision.

- All information on the application form and/or attachments is subject to verification by the City. As a condition of employment, applicants will be subject to a criminal background check, medical examination (for certain positions), drug test, and verification/review of driver's license record. Applicants refusing to cooperate, failing to show up for a scheduled appointment and/or failing to successfully pass required tests will be disqualified for consideration of employment with the City for a one (1) year period.

- For information concerning the status of your application, please call Human Resources at (830) 221-4390 during business hours: Monday through Friday, between the hours of 8:00 am and 5:00 pm. Please check the City website for observed holidays.

- Completed applications may be submitted to the Human Resources Department in person, by mail, or by fax to:

  City of New Braunfels
  Human Resources Department
  424 S. Castell Avenue
  New Braunfels, TX 78130
  Fax: (830) 608-2123

http://www.nbtexas.org/jobs

EMPLOYMENT APPLICATION

An Equal Opportunity Employer

City of New Braunfels - Human Resources
424 S. Castell Avenue
New Braunfels, Texas 78130
(830) 221-4390 (830) 608-2123 FAX
http://www.nbtexas.org/jobs

Position applying for: _____

Additional positions applying for: _____

Are you seeking: ☐ Full-time ☐ Part-time ☐ Temporary ☐ Seasonal ☐ Intern ☐ Volunteer

Date

_____
Last Name First Name Middle Name

_____
Current Street Address City State ZIP Code

_____
Current Mailing Address (if different from above) City State ZIP Code

(_____)_____(_____)_____(_____)_____
Home Telephone Cell Telephone Work Telephone

_____
Last Four Digits of Social Security Number Email (optional)

M.I

Are you at least 16 years of age? ☐ Yes ☐ No

Are you legally eligible to work in the U.S.? ☐ Yes ☐ No (Verification will be required)

Have you ever served in the U.S. Armed Forces? ☐ Yes ☐ No Date of Service: _____ to _____

Type of Discharge: _____

Have you lived in any state other than Texas? ☐ Yes ☐ No If yes, please list: _____

First Name

Have you ever been employed by the City of New Braunfels? ☐ Yes ☐ No
If yes, please provide the following information:

Department	Position	From	To

Are you related by blood or marriage to any current City of New Braunfels employee or City Council member? ☐ Yes ☐ No
If yes, please provide the following information:

Name	Relationship	Department/Position

Have you been convicted of a DUI or DWI within the past 3 years? ☐ Yes ☐ No

Has your license been, or is it currently restricted, suspended or revoked? ☐ Yes ☐ No

Do you have charges pending or have you admitted guilt (including a plea of no contest) or been found guilty, including deferred adjudication, of committing a felony or Class A or B misdemeanor? ☐ Yes ☐ No
Note: Include offenses for which probation was granted, exclude minor traffic violations, but include DUI/DWI.

Last Name

If yes, to charges pending or admission of guilt as defined above, provide the following information:

Date	Offense	City, County and State of Offense	Disposition

PRINT NAME

IMPORTANT! A conviction or deferred adjudication record will not be an absolute bar to employment. Factors such as nature of offense, date and relationship between offense and the position for which you are applying will be considered. **However, a false statement or omission of any information will bar employment.**

Employment History: List the last three (3) employers (including military service). Begin with your present or most recent position.
NOTE: This section must be completed. Additional pages and/or a resume may be attached to show additional positions.

Name of Employer	Supervisor(s) Name/Title
Address	Employment Dates _____ From (mo/yr) _____ To (mo/yr)
City, State, ZIP Code	Current or Ending salary _____ Hourly OR _____ Annual
Supervisor's Telephone	May we contact this employer? ☐ Yes ☐ No
Position Title	Reason for Leaving
Job Duties *(Please summarize duties and responsibilities)*	

Name of Employer	Supervisor(s) Name/Title
Address	Employment Dates _____ From (mo/yr) _____ To (mo/yr)
City, State, ZIP Code	Current or Ending salary _____ Hourly OR _____ Annual
Supervisor's Telephone	May we contact this employer? ☐ Yes ☐ No
Position Title	Reason for Leaving
Job Duties *(Please summarize duties and responsibilities)*	

Name of Employer	Supervisor(s) Name/Title
Address	Employment Dates _____ From (mo/yr) _____ To (mo/yr)
City, State, ZIP Code	Current or Ending salary _____ Hourly OR _____ Annual
Supervisor's Telephone	May we contact this employer? ☐ Yes ☐ No
Position Title	Reason for Leaving
Job Duties *(Please summarize duties and responsibilities)*	

Comments: Include explanation of any gaps in employment: _____

_____

Have you ever been discharged from any employment or been asked to resign in lieu of discharge? ☐ Yes ☐ No

If yes, specify the employer and circumstances: _____

_____

Education

List Name and Location of Schools: (Note: Applicants may be required to provide proof of diploma, degree, transcripts and/or registrations.) High School or GED: _____ _____	Circle Highest Grade Completed 1 2 3 4 5 6 7 8 9 10 11 12	Did you graduate or achieve GED? ☐ Yes ☐ No
College or University: _____ _____ *Subjects Studied:* _____ _____	Dates Attended (mo/yr)	Diploma/Degree/Certificate Achieved
College or University: _____ _____ *Subjects Studied:* _____ _____	Dates Attended (mo/yr)	Diploma/Degree/Certificate Achieved
Vocational or Technical School: _____ _____ *Subjects Studied:* _____ _____	Dates Attended (mo/yr)	Diploma/Degree/Certificate Achieved

Job Related Skills and/or Licenses and Certifications

List all licenses or certifications you hold or can qualify to hold at this time:

Type	Issuing Entity/Organization	State Issued In	Expiration Date

Driver's License Number _____ License issued by the State of _____ Expires _____

What type of license(s) do you have? Operators ☐ A ☐ B ☐ C ☐ M **OR** Commercial (CDL) ☐ A ☐ B ☐ C

What skills or additional training do you have that are related to the job for which you are applying?

Type	Please explain skills or training and list the number of years/months experience
Computer software *(Microsoft Office, data entry-type, GIS, etc.)*	
Heavy equipment *(front end loader, backhoe, etc)*	
Maintenance skills *(painting, plumbing, custodial, grounds, etc)*	
Technical/Skilled craft *(mechanic, electrician, engineering, etc)*	
Other special skills or training	

Bilingual Skills: Please complete if you speak a language other than English.

Language	*Speak*	*Read*	*Write*
_____	☐ Fluent ☐ Good ☐ Fair	☐ Fluent ☐ Good ☐ Fair	☐ Fluent ☐ Good ☐ Fair
_____	☐ Fluent ☐ Good ☐ Fair	☐ Fluent ☐ Good ☐ Fair	☐ Fluent ☐ Good ☐ Fair

NOTE: Applicants may be required to provide copies of licenses and certifications.

Date of Birth – Public Safety Applicants Only

Please complete only if you are applying for one of the following:

- **Emergency Dispatcher**
- **Firefighter**
- **Police Officer**

Date of Birth: _____

References

List three (3) employment, professional or academic references, unrelated to you, who have knowledge of your professional work experience.

Name	Company Name and Address	Telephone	Relationship

Have you ever used an alias or worked or attended school under any other names? ☐ Yes ☐ No

If yes, give name(s): _____

Source of Referral

How did you find out about this position? (Please check all that apply.)

☐ Walk-In ☐ City Employee ☐ City Website ☐ Cable Television

☐ New Braunfels Herald-Zeitung ☐ Other Website: _____

☐ Other Newspaper: _____ ☐ Professional Publication: _____

☐ Job Fair: _____ ☐ Other: _____

Please read each statement carefully before signing.

By my signature below, I certify, authorize or acknowledge:

I have read and understand the job posting for the position(s) for which I am applying and certify that all the information provided by me in connection with my application, whether on this document or any attachment, is complete, true and correct. I know the City of New Braunfels (City) will rely upon this information in making a decision to hire me. Consequently, I further understand that any misstatement, falsification, or omission of information will void my application and prevent any further processing. If the City obtains such information after I am hired, I will be subject to termination from my employment with the City, regardless of when and how discovered;

For the purpose of verification, any persons, organizations, and educational institutions listed on this application or any attachment may give any and all requested information concerning my previous employment, education, experience or other information to the City, and I release all such parties from all liability from any damages which may result from furnishing such information;

As a condition of employment with the City, I must provide legal proof of authorization to work in the United States;

As a condition of employment with the City, I must successfully pass a thorough background investigation, which may include but is not limited to a criminal history check and driving record verification through an investigative agency or bureau selected by and at the expense of the City. I hold the City of New Braunfels harmless for any and all liabilities arising out of its investigation of my application for employment;

As a condition of employment with the City, I may be required to submit to a medical examination and/or drug test by a physician or laboratory selected by and at the expense of the City at such time as is required;

Any offer of employment with the City is at-will and does not constitute a promise or guarantee that my employment will continue for any specified period of time. Employment with the City is for an indefinite term and either the City or the employee can terminate the employment at any time, with or without cause, and with or without notice;

As a condition of employment with the City, I understand that all employees with the City hold Essential Services positions and provide services in the course and scope of their employment for the benefit of the general public during emergency situations. All City employees may be required to work immediately before, during, or immediately after an emergency or disaster as required, unless a waiver is requested and approved;

I am aware that this application and all attachments will become the property of the City and will become a part of my personnel file if I am accepted for employment. Furthermore, this application and all attachments becomes a public record and are subject to disclosure in compliance with the Open Records Act; and

I understand that if a position is offered, it is my duty and responsibility to inform the hiring department or the Human Resources Department, of any necessary change on the information submitted on this application, including but not limited to any criminal charges or traffic violations I may receive on the date below and up to the date of hire.

Signature: _____ Date: _____

VOLUNTARY DISCLOSURE STATEMENT

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Please return to Human Resources with your Employment Application.

Last Name _____ First Name _____ Middle Name _____

The City of New Braunfels is an Equal Opportunity Employer and does not discriminate against any individual on the basis of race, color, sex, religion, national origin, age or disability. You are invited to complete the following information to assist us in complying with federal record keeping requirements. Your response shall remain confidential, will remain separate from your application, and shall not affect a decision regarding your employment.

Age: ☐ Under 40 ☐ Over 40

Sex: ☐ Male ☐ Female

Race/Ethnic Identification: (check one)

☐ Hispanic or Latino – *Includes persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race*

☐ White (Not Hispanic or Latino) – *Includes persons having any origins in any of the original peoples of Europe, the Middle East, or North America*

☐ Black or African American (Not Hispanic or Latino) – *Includes persons having origins in any of the Black racial groups of Africa.*

☐ Native Hawaiian or other Pacific Island (Not Hispanic or Latino) – *Includes persons having origins in any of the original people of Hawaii, Guam, Samoa, or other Pacific Island*

☐ Asian – *Includes persons having origins in any of the original people of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.*

☐ American Indian or Alaska Native – *Includes persons having origins in any of the original people of North and South America (including Central America), and who maintains tribal affiliation or community attachments.*

☐ Two or More Races – *Includes persons who identify with more than one of the specified races.*

Veteran Status:

☐ None (includes those with insufficient military service to qualify for Veteran Status)

☐ Non-Disabled Vietnam-era Veteran

☐ Non-Disabled Veteran other than Vietnam Conflict

☐ Disabled Vietnam-era Veteran

☐ Disabled Veteran

American With Disabilities Act (ADA) Status:

Do you have a disability under ADA? ☐ Yes ☐ No

Disabled means (1) physical or mental impairment that substantially limits one or more life activities, (2) record of such an impairment, or (3) being regarded as having such an impairment.

Education Level: (check your highest level of education)

☐ GED ☐ High School Diploma ☐ Some College Hours ☐ Other _____

☐ Associates Degree ☐ Bachelors Degree ☐ Masters Degree ☐ Ph D