

City of Bunker Hill Village

11977 Memorial Drive
Houston, Texas 77024

AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of the City of Bunker Hill Village not to discriminate in its employment and personnel practices based on race, color, creed, religion, gender, age, national origin or disability. As required by the Immigration and Reform Act of 1986, all persons will be required to show proof of citizenship or right to work in this country if hired.

APPLICATION FOR EMPLOYMENT / PROMOTION

Position Applied For _____

| | | | |
|-------------------------------------|--------------|--------------|---|
| Last Name | First | M.I. | Social Security Number |
| Street Address Zip | City | State | Phone # () E-mail address: |

EDUCATION / TRAINING / LICENSES

| Type of School | Name/Location School | Dates Attended | Circle Last Year Attended | Major Area of Study | Degree Obtained |
|--|--------------------------|----------------|------------------------------------|---------------------|-----------------|
| High School | | | 1, 2, 3, 4 | | |
| College | | | 1, 2, 3, 4, 5, 6 | | |
| Other Special Schools, Education, and Training | | | X | | |
| Typing Speed | Office Machines Operated | | Software Knowledge/Computer Skills | | |

Special Licenses, Registrations Possessed: _____

Please list any additional special skills, technical or professional knowledge that would support your application.

| |
|--|
| <p>Do you have a valid Texas Drivers License? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Type of License: Class A <input type="checkbox"/> Class B <input type="checkbox"/> Class C <input type="checkbox"/> Drivers License Number: _____</p> <p>Do you have any type of restriction on your Drivers License? _____</p> <p>If so, what type restriction? _____</p> |
|--|

EMPLOYMENT EXPERIENCE

Start with your present or last position and work back, including military experience. Account for periods during which you were not employed.

| | | | | |
|---|---------------------|---|-------------------------|------------------------------------|
| Name of Firm/Organization | From (Month & Year) | To (Month & Year) | Monthly Salary | |
| | | | Starting\$ Final\$ | |
| Street Address | | City | State | Phone No. |
| Title and Job Duties | | | | Full Time <input type="checkbox"/> |
| | | | | Part Time <input type="checkbox"/> |
| | | | | Seasonal <input type="checkbox"/> |
| Name and Title of Immediate Supervisor | | Reason for Leaving | | |
| Name of Firm/Organization | From (Month & Year) | To (Month & Year) | Monthly Salary | |
| | | | Starting\$ Final\$ | |
| Street Address | | City | State | Phone No. |
| Title and Job Duties | | | | Full Time <input type="checkbox"/> |
| | | | | Part Time <input type="checkbox"/> |
| | | | | Seasonal <input type="checkbox"/> |
| Name and Title of Immediate Supervisor | | Reason for Leaving | | |
| Name of Firm/Organization | From (Month & Year) | To (Month & Year) | Monthly Salary | |
| | | | Starting\$ Final\$ | |
| Street Address | | City | State | Phone No. |
| Title and Job Duties | | | | Full Time <input type="checkbox"/> |
| | | | | Part Time <input type="checkbox"/> |
| | | | | Seasonal <input type="checkbox"/> |
| Name and Title of Immediate Supervisor | | Reason for Leaving | | |
| Name of Firm/Organization | From (Month & Year) | To (Month & Year) | Monthly Salary | |
| | | | Starting\$ Final\$ | |
| Street Address | | City | State | Phone No. |
| Title and Job Duties | | | | Full Time <input type="checkbox"/> |
| | | | | Part Time <input type="checkbox"/> |
| | | | | Seasonal <input type="checkbox"/> |
| Name and Title of Immediate Supervisor | | Reason for Leaving | | |
| Are you employed at the present time? Yes <input type="checkbox"/> No <input type="checkbox"/> | | If yes, may we call your present employer for reference? Yes <input type="checkbox"/> No <input type="checkbox"/> | | |

Have you ever been discharged or requested to resign? Yes No

If yes, please explain _____

Please list and describe any volunteer work experience you have. _____

Do you want employment for: ___ Full Time ___ Part Time ___ Summer Only
Will accept (check one or more): ___ Days ___ Evenings ___ Nights ___ Weekends ___ Rotating Shifts

Have you ever worked for the City of Bunker Hill Village? ___ Yes, ___ No
If yes, please provide position held, department, year terminated:

Have you ever been convicted of a crime, other than a minor traffic violation? ___ Yes ___ No
(Conviction will not necessarily disqualify applicant for employment)
If yes, list type and date of conviction: _____

Are you related within the second degree by affinity (marriage) or the third degree consanguinity (blood relationship) to the Mayor, any member of the City Council, the City Administrator, or any City of Bunker Hill Village employee?
___ Yes ___ No If yes, what is the relationship? _____

PERSONAL REFERENCES

| | |
|--|-------|
| List three persons other than relatives or previous work supervisors. | |
| Name | Title |
| Business / Home Address / Phone | |
| Name | Title |
| Business / Home Address / Phone | |
| Name | Title |
| Business / Home Address / Phone | |

CERTIFICATION

I certify the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand that any false statements made herein will void this application and any actions based on it. I authorize the City of Bunker Hill Village to inquire with my previous employers as to the character of service rendered. I also release the City of Bunker Hill Village to conduct job-related inquiries into my credit history, criminal history, and driving record when deemed necessary.

I understand and agree that my employment is for no definite period of time and that wages, benefits, and conditions of employment can be changed and that I can be terminated at any time.

Applicant's Signature _____ **Date** _____

Primary Emergency Contact

| | | |
|-------------|------------------|---------------------|
| Name | Contact # | Relationship |
|-------------|------------------|---------------------|

Secondary Emergency Contact

| | | |
|-------------|------------------|---------------------|
| Name | Contact # | Relationship |
|-------------|------------------|---------------------|

CITY OF BUNKER HILL VILLAGE

VOLUNTARY INFORMATION

The following voluntary information in no way affects you as an individual applicant. The information is in conformity with federal government guidelines, which require us to compile statistical information about applicants for employment. This information will be used to find out how effective our recruitment efforts are in reaching all segments of the population and in the validation of our selection methods. The following information is NOT to be used in hiring or interviewing purposes. Refusing to provide this information will not subject you to adverse treatment. This Voluntary Information Sheet will be kept in a confidential file separate from the Application for Employment.

Position Applied for: _____

I wish to furnish this information (please print name) _____

I do not wish to furnish this information (please print name) _____

Please check the appropriate box: Male Female

ETHNIC CATERGORY: (circle one)

1. Hispanic
2. American Indian/ Alaskan Native
3. Asian/ Pacific Islander
4. Black / Non-Hispanic
5. Caucasian / White

Are you a Veteran? Yes No

Highest level of Education: _____

How did you learn about this job?

Walk-in
 Newspaper Advertisement _____
(Name of paper)

City Employee
 Recruitment Poster / Flyer
 Radio Announcement
 Job line
 Other _____