

**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.*

**CITY ADMINISTRATOR APPLICATION FOR EMPLOYMENT**

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

**EDUCATION / TRAINING**

Type of School	Name/Location School	Dates Attended	Diploma/Degree Obtained	Area of Study
High School				
College				
Other Certifications, Education, and Training				

**Please list any Software Knowledge, Computer Skills, Technical or Professional Knowledge, or other Special Skills that would support your application:**

Do you have a valid Texas Drivers License? \_\_\_\_\_Yes \_\_\_\_\_No  
 Type of License:     Class A \_\_\_\_\_Class B \_\_\_\_\_Class C \_\_\_\_\_Drivers License Number: \_\_\_\_\_

Do you have any type of restriction on your Drivers License? \_\_\_\_\_  
 If so, what type of restriction? \_\_\_\_\_

**EMPLOYMENT EXPERIENCE**

<i>Start with your present or last position and work back</i>			
<b>Name of Firm/Organization</b>	<b>From (Month &amp; Year)</b>	<b>To (Month &amp; Year)</b>	<b>Salary: Starting : Final:</b>
<b>Street Address</b>	<b>City</b>	<b>State</b>	<b>Phone</b>
<b>Title and Job Duties</b>			
<b>Name and Title of Immediate Supervisor</b>		<b>Reason for Leaving</b>	
<b>Name of Firm/Organization</b>	<b>From (Month &amp; Year)</b>	<b>To (Month &amp; Year)</b>	<b>Salary: Starting: Final:</b>
<b>Street Address</b>	<b>City</b>	<b>State</b>	<b>Phone</b>
<b>Title and Job Duties</b>			
<b>Name and Title of Immediate Supervisor</b>		<b>Reason for Leaving</b>	
<b>Name of Firm/Organization</b>	<b>From (Month &amp; Year)</b>	<b>To (Month &amp; Year)</b>	<b>Salary: Starting: Final:</b>
<b>Street Address</b>	<b>City</b>	<b>State</b>	<b>Phone</b>
<b>Title and Job Duties</b>			
<b>Name and Title of Immediate Supervisor</b>		<b>Reason for Leaving</b>	
<b>Name of Firm/Organization</b>	<b>From (Month &amp; Year)</b>	<b>To (Month &amp; Year)</b>	<b>Salary: Starting: Final:</b>
<b>Street Address</b>	<b>City</b>	<b>State</b>	<b>Phone</b>
<b>Title and Job Duties</b>			
<b>Name and Title of Immediate Supervisor</b>		<b>Reason for Leaving</b>	
<p><b>Have you ever been convicted of a crime, other than a minor traffic violation? _____Yes _No_____</b>          (Conviction will not necessarily disqualify an applicant for employment)</p> <p><b>If yes, list type and date of conviction:</b></p> <hr/>			

**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? \_\_\_\_\_

**Have you ever filed an application with the City of Bunker Hill Village before?**

Yes     No

If yes, for what position and when? \_\_\_\_\_

**Date available for work:** \_\_\_\_\_

**Please indicate the desired salary:** \_\_\_\_\_

**Have you read the complete job posting?** \_\_\_\_\_

**REFERENCES**

<b>List five persons to serve as references</b>	
<b>Name</b>	<b>Title</b>
<b>Business / Email Address / Phone</b>	
<b>Name</b>	<b>Title</b>
<b>Business / Email Address / Phone</b>	
<b>Name</b>	<b>Title</b>
<b>Business / Email Address / Phone</b>	
<b>Name</b>	<b>Title</b>
<b>Business / Email Address / Phone</b>	
<b>Name</b>	<b>Title</b>
<b>Business / Email Address / Phone</b>	

**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. As a condition of employment for the position of City Administrator, I agree to perform a drug test and a pre-employment physical exam, all at the City's expense, to ensure that I can perform the essential duties outlined in this job posting and City Ordinance Chapter 2 Administration Article III Division 2.**

**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 Information

\_\_\_\_\_  
Relationship

*Secondary Emergency Contact*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Contact Information

\_\_\_\_\_  
Relationship

**PLEASE SEND COMPLETED EMPLOYMENT APPLICATION DIANE K. WHITE AT**

**[DW@PUBLICADMINCONSULTING.COM](mailto:DW@PUBLICADMINCONSULTING.COM)**