

CITY OF NACOGDOCHES
INFORMATION FOR APPLICANTS
December 1, 2009

Applications

Applications are available at City Hall, Room 110, located 202 East Pilar, Nacogdoches, Texas 75961, from 8:00 am –5:00 pm. Resumes may be accepted for certain positions in lieu of the application form. Further processing will require the completion of an application form. Contact the Human Resources Department at (936) 559-2567 to request an application be sent by mail or fax.

Applications are also available in a PDF format on the City's website at:

www.ci.nacogdoches.tx.us

You can view the PDF format with Adobe Acrobat Reader. If you do not have this free reader, go to www.adobe.com and download it.

Public Service Positions

City of Nacogdoches accepts applications for Public Service positions that are available. The City does not retain applications for further review once an opening has been filled. Should a similar opening occur, a new application must be submitted.

Public Safety - Police Officer, Communications Dispatcher, and Firefighter Positions

Applications for the positions of Police Officer and Firefighter are accepted on an ongoing basis. In addition to the application, applicants for these positions will have to complete a detailed history statement. Applications are kept active until a testing process has been scheduled. Applicants must submit a new application and personal history statement for each testing process. Other policies are effective after an applicant begins the testing process. Police Officer and Firefighter applicants must submit proof of required certifications (TCLEOSE, TCFP, TDH) along with the application.

Applications for the position of Communications Dispatcher are accepted on an ongoing basis. In addition to the application, applicants for these positions will have to complete a detailed history statement. Applications are kept active until a review process has been completed.

Testing

Pre-employment qualification assessment testing may be required for vacant positions including, but not limited to, written tests and skills tests. If an applicant requires accommodation for the testing process, the applicant must notify Human Resources when the application is submitted. Failure to meet City guidelines will result in rejection of the application. Information about testing will be provided to the applicant once a test is scheduled.

Interviews/Qualifications/Position Status

Qualifications given in the job opportunities list represent only the minimum qualifications necessary to perform the job. A job description for positions is available upon request.

A large number of applications may be received for a single position and it is not possible for the City to personally interview every applicant. Interview preference is given to the most qualified applicants based on the information provided on the application. Applicants may check the status of a position by contacting the Human Resources Department at (936) 559-2567.

**SELECTION AND PROMOTION
PERSONAL DATA**

DISCLAIMER: This information does not become part of the hiring process, nor will the information be considered by those involved in the hiring process. The data is being collected for EEO reporting purposes.

| | | | | |
|---|---------------------|--|---------------|-----|
| Name (please type or print) | Social Security No. | Sex <input type="checkbox"/> Male <input type="checkbox"/> Female | Date of Birth | Age |
| Ethnic Origin | | | | |
| <input type="checkbox"/> American Indian / Alaskan Native <input type="checkbox"/> Asian / Pacific Islander <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> White | | | | |

Are you presently an employee of the City?

| | |
|----------------------|--|
| Date of Application | |
| Position Applied for | |

Signature – Applicant

Date

Driver's License No. _____

Remarks: _____

| FOR CITY USE ONLY | |
|-------------------------|--------------------|
| Possible Work Locations | Possible Positions |
| | |

APPLICATION FOR EMPLOYMENT

City of Nacogdoches
 202 E.Pilar Street, Room #110
 P.O. Drawer 635030
 Nacogdoches, TX 75963-5030
 Phone 936 559-2567 Fax 936 559-2915
www.ci.nacogdoches.tx.us Net2Nac
(PLEASE PRINT PLAINLY)

| FOR CITY USE ONLY | |
|--------------------|-----------|
| Work Location_____ | Rate_____ |
| Position_____ | Date_____ |

To Applicant for position with the City of Nacogdoches: We deeply appreciate your interest in our city and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications *and* may assist us in possible future upgrading. You may attach additional pages as necessary.

PERSONAL

Date_____

Name_____ Social Security No._____

Last First Middle

Mailing Address_____ Telephone No._____

No. Street City State Zip

Are you legally eligible for employment in the U.S.A.? _____ State Age if under 18 or over 70. _____

What method of transportation will you use to get to work? _____

Position(s) applied for _____ Rate of pay expected \$ _____ per week

Would you work Full-Time _____ Part-Time _____ Specify days and hours if part-time _____

Were you previously employed by us? _____ If yes, when? _____

If your application is considered favorably, on what date will you be available for work? _____ 20_____

Are there any other experiences, skills, or qualifications which you feel would especially fit you for work with our organization?

EDUCATION

| School | Name and Location of School | Course of Study | Circle Last Year Completed | | | | Did You Graduate? (Circle one) | | List Diploma or Degree |
|--------------------|-----------------------------|-----------------|----------------------------|---|---|---|-----------------------------------|----|------------------------|
| | | | 1 | 2 | 3 | 4 | Yes | No | |
| High | | | 1 | 2 | 3 | 4 | Yes | No | |
| College | | | 1 | 2 | 3 | 4 | Yes | No | |
| Other (specify) | | | 1 | 2 | 3 | 4 | Yes | No | |

JOB SKILLS

List the **number of years** of work experience you have in the following job skills:

| | | | | | | |
|--------------------------|---------------------------|---|-----------------|--|--------------|---|
| Management | Supervisory | Clerical | Data Processing | Word Processing | Spreadsheets | Other |
| Accounting | Typing Speed _____ wpm | Ten Key by Touch | Construction | Mechanic | Backhoe | Other |
| Maintainer | Bulldozer | Dump Trucks | Front Loaders | Tractor/Mowers | Other | Other |
| List Foreign Language(s) | | Speak <input type="checkbox"/> fair <input type="checkbox"/> good <input type="checkbox"/> excellent | | Read <input type="checkbox"/> fair <input type="checkbox"/> good <input type="checkbox"/> excellent | | Write <input type="checkbox"/> fair <input type="checkbox"/> good <input type="checkbox"/> excellent |

List below all present and past employment, beginning with your most recent

I

| Name and Address of Company and Type of Business | From | | To | | Describe the work you did | Weekly Starting Salary | Weekly Last Salary | Reason for Leaving | Name of Supervisor |
|--|------|-----|-----|-----|---------------------------|------------------------|--------------------|--------------------|--------------------|
| | Mo. | Yr. | Mo. | Yr. | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| Telephone | | | | | | | | | |

II

| Name and Address of Company and Type of Business | From | | To | | Describe the work you did | Weekly Starting Salary | Weekly Last Salary | Reason for Leaving | Name of Supervisor |
|--|------|-----|-----|-----|---------------------------|------------------------|--------------------|--------------------|--------------------|
| | Mo. | Yr. | Mo. | Yr. | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| Telephone | | | | | | | | | |

III

| Name and Address of Company and Type of Business | From | | To | | Describe the work you did | Weekly Starting Salary | Weekly Last Salary | Reason for Leaving | Name of Supervisor |
|--|------|-----|-----|-----|---------------------------|------------------------|--------------------|--------------------|--------------------|
| | Mo. | Yr. | Mo. | Yr. | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| Telephone | | | | | | | | | |

IV

| Name and Address of Company and Type of Business | From | | To | | Describe the work you did | Weekly Starting Salary | Weekly Last Salary | Reason for Leaving | Name of Supervisor |
|--|------|-----|-----|-----|---------------------------|------------------------|--------------------|--------------------|--------------------|
| | Mo. | Yr. | Mo. | Yr. | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| Telephone | | | | | | | | | |

May we contact the employers listed above? _____ If not, indicate by No. which one(s) you do not wish us to contact _____

PERSONAL REFERENCES (Not Former Employers or Relatives)

| Name and Occupation | Address | Phone Number |
|---------------------|---------|--------------|
| | | |
| | | |
| | | |

MILITARY SERVICE RECORD

Were you in U.S. Armed Forces? Yes _____ No _____ If yes, what Branch? _____

Dates of duty: From _____ To _____ Rank at discharge _____

List duties in the service including special training _____

Have you taken any training under the G.I. Bill of Rights? _____ If yes, what training did you take? _____

List any friends or relatives working for the City, other than spouse _____
Name / Relationship

List any other names you have used in the past _____

PLEASE READ AND SIGN BELOW

The facts set forth in my application for employment are true and complete. I understand that if employed by this city, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice.

In making this application for employment with the city I authorize you to make an investigative consumer report whereby information is obtained through personal interviews with my neighbors, friends, or others with whom I am acquainted. This inquiry, if made, may include information as to my character, general reputation, personal characteristics and mode of living. I understand that I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the Nature and scope of any such investigative report that is made.

Signature of Applicant

To Applicant for the City of Nacogdoches: READ THIS INTRODUCTION CAREFULLY BEFORE ANSWERING ANY QUESTIONS IN THIS BLOCKED OFF AREA. The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal law also prohibits discrimination on the basis of age with respect to certain individuals. The laws of most States also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based upon ancestry, marital status or physical or mental handicap or disability.

DO NOT ANSWER ANY QUESTION CONTAINED IN THIS BLOCKED-OFF AREA UNLESS THE EMPLOYER HAS CHECKED THE BOX NEXT TO THE QUESTION, thereby indicating that for the position for which you are applying the requested information is needed for a legally permissible reason, including, without limitation, national security requirements, a bona fide occupational qualification or business necessity.

How long have you lived at present address? _____

Previous address _____ How long did you live there? _____
No. Street City State Zip

Are you over the age of eighteen? _____ If no, hire is subject to verification that you are of minimum legal age.

How do you wish to be addressed? Mr. _____ Mrs. _____ Miss _____ Ms. _____

Sex: M _____ F _____ Height: _____ ft. _____ in. Weight: _____ lbs.

Marital Status: Single _____ Engaged _____ Married _____ Separated _____ Divorced _____ Widowed _____

Date of Marriage _____ Number of dependents including yourself _____ Are you a citizen of the U.S.A? _____

What is your present Selective Service Classification? _____

Indicate dates you attended school:

Elementary _____ High School _____ College _____
From To From To From To

Other (Specify type of school) _____

Have you ever been bonded? _____ If yes, on what jobs? _____

Have you ever been convicted of a crime, excluding misdemeanors and summary offenses, in the past years which has not been annulled or expunged or sealed by a court? _____ If yes, describe in full _____

Have you had a major illness in the past 5 years? _____ If yes, describe _____

Have you received compensation for injuries? _____ If yes, describe _____

Employer may list other bona fide occupational questions on lines below:

TERMS AND CONDITIONS OF EMPLOYMENT

The City of Nacogdoches is an equal opportunity employer, and selects the best matched individual 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. Any material misrepresentation or deliberate omission of a fact in my application may be justification for refusal of, or if employed, termination from employment.
2. I agree that my employment may be terminated by the City of Nacogdoches at any time without liability for wages or salary except such as may have been earned at the date of such termination. If requested by the management at any time, I agree to submit to search of my person or of any locker that may be assigned to me, and I hereby waive all claims for damages on account of such examination. I authorize any physician or hospital to release any information which may be necessary to determine my ability to perform the duties of a job I am being considered for prior to employment or in the future during my employment with the City of Nacogdoches.
3. I consent to a medical or psychological exam and any future exams or tests as required or requested by the City of Nacogdoches.
4. Although management makes every effort to accommodate individual preferences, business needs may at times make the following conditions mandatory; overtime, shift work, a rotating work schedule, or a work schedule other than Monday through Friday. I understand and accept these as conditions of my employment.

I further understand that this is an application for employment and that no employment is being offered.

I understand that if I am employed, such employment is for no definite period of time and that the City of Nacogdoches can change wages, benefits, and conditions at any time.

I have read and understand the above.

Date: _____ Signature: _____

FOR INTERVIEWER'S USE

| INTERVIEWER | DATE | COMMENTS |
|-------------|------|----------|
| | | |
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| | | |