

APPLICANT INFORMATION

City of Nacogdoches Applicants,

Thank you for your interest in employment with the City of Nacogdoches. The following information is intended to explain what to expect when applying for a position with the City of Nacogdoches.

Applicants needing assistance during any phase of the application, interview or employment process will need to contact a Human Resources representative. Every reasonable effort will be made to accommodate your needs in a timely manner. Please be advised that The City of Nacogdoches is a Drug Free Workplace and all applicants receiving a contingent offer of employment will be drug tested.

What do I need to know about completing an application? You must meet the minimum requirements for a position to complete an application and apply for that position. **All** questions must be answered completely and accurately. Do **NOT** write **See Attached Resume** anywhere on the application or your application will not be considered.

What is the deadline for submitting my application? A deadline is established for most positions advertised. All applications must be submitted to the Human Resources office on or before the closing date. Applications submitted after the closing date will not be considered. Some positions may be “open until filled”.

What happens to my application after I leave it in the Human Resources office? All applications for a current vacancy are reviewed by Human Resources to determine if the application meets the minimum qualifications required for the position. If the application does not clearly indicate the required minimum qualifications, no further processing occurs. If it does meet minimum requirements it is then forwarded to the hiring supervisor. The hiring department will then set up interviews at their convenience.

Will I be called about the status of my application? Those applicants who are selected for an interview will be contacted. All applicants not selected will be notified by mail once the position is filled.

If my application is selected for an interview, how long does it take after I submit my application before I am called? The length of time depends on how long it is necessary to advertise the vacancy, the number of applicants to review and the time required to review the applications by the hiring manager.

What happens after the department interviews me and a conditional offer of employment is made? If a conditional offer of employment is made, you will be contacted to complete post offer paperwork, which may include a medical/physical examination, drug-screening and any other necessary testing directly related to the position. Additional testing of job-related skills may be required prior to employment as well. Other conditions of employment may be required before you are ready to report for work. Documents will be required in order to prove "eligibility" to work in the United States as required by the Department of Homeland Security.

EQUAL EMPLOYMENT OPPORTUNITY DATA
City of Nacogdoches, Texas

This form is optional. You are not required to furnish the information requested below.

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: _____

Date of Birth _____

Sex: Male _____ Female _____

Check One:

- _____ White (Non Hispanic)
- _____ Black (Non Hispanic)
- _____ Hispanic
- _____ American Indian/ Alaskan Native
- _____ Asian/ Pacific Islander

How did you hear about the position?

- _____ Newspaper
- _____ Referred by Employment Agency
- _____ Read City's Job Announcement
- _____ Referred by City Employee
- _____ Website
- _____ Other

Date of Application: _____

Position Applied for: _____

Signature- Applicant

Date

Remarks:

Employment History

List your employment history from your current or most recent employer to past employers.

1. Employer	Dates employed		Work Performed
	From	To	
Address	Hourly Rate/Salary		
Telephone ()	Starting	Final	
Job Title			
Supervisor			
Reason For Leaving			

2. Employer	Dates employed		Work Performed
	From	To	
Address	Hourly Rate/Salary		
Telephone ()	Starting	Final	
Job Title			
Supervisor			
Reason For Leaving			

3. Employer	Dates employed		Work Performed
	From	To	
Address	Hourly Rate /Salary		
Telephone ()	Starting	Final	
Job Title			
Supervisor			
Reason For Leaving			

4. Employer	Dates employed		Work Performed
	From	To	
Address	Hourly Rate/Salary		
Telephone ()	Starting	Final	
Job Title			
Supervisor			
Reason For Leaving			

*****If you need additional space, please continue on a separate sheet of paper*****

Certifications/Licenses – List any certification/licenses that you have obtained that pertain to the position for which you are applying:

Professional, Trade, Business or Civic Activities and Offices Held – You may exclude membership which would reveal gender, race, religion, national origin, age, disability or any other protected status:

We may contact the employer(s) listed above unless you specifically indicate below those employers whom you do not want us to contact, and give the reason(s) for your request.

Do Not Contact	Reason

REFERENCES

Give name, address, and telephone number of three references who are **NOT** related to you and are not previous employers.

Name and Occupation	Address	Phone Number

List any relatives working for the city _____
Name/relationship

List any other names you have used in the past _____

Please list all misdemeanor and felony criminal matters, other than minor traffic safety violations for which no arrest was made, in which you were convicted, served probation, participated in deferred adjudication or other program to avoid a conviction, or made restitution or participated in pre-trial diversion or other program to avoid prosecution.

**The City of Nacogdoches
Pre-Employment Inquiry Release**

In connection with my application for employment with the City of Nacogdoches, I understand that inquiries will be made concerning my employment, criminal, and driving records, I hereby authorize all former employers and all other public and private concerns, including (but not limited to) consumer reporting agencies and similar entities, to release any and all information maintained by any such employer, agency, or entity concerning my personal history.

I voluntarily agree to submit to drug screening as a condition of employment within 24 hours from the receipt of the job offer. I understand I have the right to refuse to submit to such screening, however, I also understand that such refusal will be treated as a positive result, and I will be denied employment with the City of Nacogdoches.

I understand if I receive a conditional offer of employment, the offer is contingent on my successfully completing and/or passing the aforementioned checks and screening. I understand if employment with the City of Nacogdoches is denied because of information contained in a consumer report obtained from a reporting agency, I will be entitled to receive from the City of Nacogdoches only the name and address from the reporting agency from which the report was obtained.

In consideration of the City of Nacogdoches acceptance and consideration of my application for employment, I hereby and on behalf of my heirs, agents, executors, administrators and assignees, release and forever discharge the City of Nacogdoches and all affiliated entities from all claims, demands, damages, actions and causes of action pertaining to or arising out of the inquiries made into my personal history, and release and forever discharge all former employers from all liability arising out of disclosure to the City of information pertaining to my personal history, as long as the disclosure and use of any such materials is not done maliciously.

By completing the information below I acknowledge that I am the applicant and agree to release. I understand that submission of this document by email, fax, or other electronic methods constitutes my signature and agreement of this form.

Applicant Name: _____ Date: _____

Address: _____

City, State, Zip: _____