

Employment Application

Village of Surfside Beach, TX

Instructions: Please print in ink, sign, and return to the Village of Surfside Beach. Applicants must complete all the blanks accurately and completely. Neatness and legibility are important. We will not consider incomplete or unsigned applications. You may direct questions to the Village of Surfside Beach at the address and telephone number below.

The Village of Surfside Beach, TX, is an Equal Opportunity Employer. The village does not discriminate in employment practices based upon religious belief, race, color, national origin, disability, age, or sex. **Please provide copies of your identification and Social Security cards.**

Position for Which You Are Applying: _____

Name: _____
(first) (middle) (last)

Address: _____
(number) (street name) (unit #) (city) (ST) (ZIP)

Social Security Number (required): _____ - _____ - _____ **DOB (mmddyy)** _____ - _____

Phone Numbers: () _____ () _____ () _____
At least one is required. (home) (work) (cell)

E-Mail (required): _____

When is the best time to contact you? _____

Check all types of work you will accept:

full-time seasonal part-time overtime

What is the minimum salary you will accept? _____

What date are you able to report to work? _____

Circle the highest school grade you have completed:

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19

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EDUCATION: We may request copies of your diplomas and/or transcripts.

Name and Location of High School, College, University, and/or Technical Schools You Have Attended	Did you graduate?	Major / Minor	Degree or Certificate Earned
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		

JOB HISTORY

Start with your present or most recent job. List all employment for the past ten (10) years. Include military service. Use additional sheets if necessary. You may not submit a résumé in place of employment history, but you may attach your résumé as a supplement to your application. Explain any gaps in employment in the “comments” section at the top of Page 5.

Employer		Dates of Employment		Your Title	
Supervisor's Name, Title		From (mo./yr.)	To (mo./yr.)	Reason for Leaving	
Telephone Number		Starting Salary	Final/Current Salary	<input type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> temporary Number of employees you supervised: <input style="width: 50px;" type="text"/>	
Briefly outline your major duties:					
Employer		Dates of Employment		Your Title	

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Supervisor's Name, Title	From (mo./yr.)	To (mo./yr.)	Reason for Leaving
Telephone Number	Starting Salary	Final Salary	<input type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> temporary Number of employees you supervised: <input style="width: 50px;" type="text"/>
Briefly outline your major duties:			

Employer		Dates of Employment		Your Title	
Supervisor's Name, Title	From (mo./yr.)	To (mo./yr.)	Reason for Leaving		
Telephone Number	Starting Salary	Final Salary	full-time part-time temporary Number of employees you supervised: <input style="width: 50px;" type="text"/>		
Briefly outline your major duties:					

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Employer		Dates of Employment		Your Title
Supervisor's Name, Title	From (mo./yr.)	To (mo./yr.)	Reason for Leaving	
Telephone Number	Starting Salary	Final Salary	full-time part-time temporary	Number of employees you supervised: <input style="width: 50px;" type="text"/>
Briefly outline your major duties:				

Employer		Dates of Employment		Your Title
Supervisor's Name, Title	From (mo./yr.)	To (mo./yr.)	Reason for Leaving	
Telephone Number	Starting Salary	Final Salary	full-time part-time temporary	Number of employees you supervised: <input style="width: 50px;" type="text"/>
Briefly outline your major duties:				

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COMMENTS: Include an explanation of any gaps in employment.

List qualifications and skills you possess that are required for the position we described in the job announcement. Indicate any training you had that is directly related to the job. List any additional skills that may enhance your ability to perform the job (such as computer knowledge, foreign language skills, etc.)

Failure to truthfully answer the questions below may result in immediate termination. Answers of “yes” to Questions 3-10 will not necessarily disqualify you from employment, but a false statement or omission of information will. We shall consider your case in relationship to the requirements of the job for which you are applying. Please use the “comments” section for all explanations.

- | | Yes | No |
|---|--------------------------|--------------------------|
| 1. Do you have a legal right to reside and work in the United States?
We will require proof of citizenship or work authorization for employment. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are you at least 18 years of age? If under 18, what is your date of birth? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. May the village contact your present employer regarding your job-related employment records? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Will you work more than 40 hours in a week if required? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Have you been terminated and/or allowed to resign in lieu of termination? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Do you have charges pending, or have you admitted guilt or been found guilty including deferred adjudication of committing a felony or a Class A or B misdemeanor? (Include offenses for which you were granted probation. Exclude minor traffic violations, but | <input type="checkbox"/> | <input type="checkbox"/> |

Yes No

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include DWI/DUI.) If your answer is “yes,” explain and give the date(s) and nature of the offense, the name of the court, and the disposition(s) of the case(s).

7. At the time of making this application, are you under felony indictment or charged with a misdemeanor or criminal violation? If your answer is “yes,” please describe the charge(s).
8. Has your driver’s license ever been suspended or revoked?
9. Have you ever worked for the Village of Surfside Beach?
10. Do you have any relatives, by blood or by marriage, who work for or are holding office in the Village of Surfside Beach?

COMMENTS:

REFERENCES

List names and phone numbers of three work references who are NOT related to you and who are NOT previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Telephone Number	How Acquainted	Years Known

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Read your answers and the statements below carefully before signing this application.

I have reviewed the essential job functions and minimum qualifications for the position(s) for which I am applying.

I am aware that this application may be subject to public disclosure unless an exception under the Texas Open Records Act is applicable.

I understand that all the information I have provided in connection with my application, whether on this document or on any attachment(s) is complete, true, and correct. I know that the village 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 village obtains such information after I am hired, I will be subject to termination from employment with the Village of Surfside Beach, TX.

For purposes of verification, any persons, organizations, and educational institutions listed on this application or any attachment, such as the Department of Public Safety in any state in which I am a resident, at any time upon request, may give the officials of Surfside Beach, TX, any and all information concerning my previous employment, education, experience, or other information (including motor vehicle records they might have regarding any subjects listed on my application.) I unconditionally and irrevocably release all such persons, organizations, or educational institutions from all liability and damages that may result from providing the requested information to the village.

I understand that employment within the Village of Surfside Beach, TX, is also contingent upon my successful completion of a national background investigation.

I understand that an employment offer is contingent upon my successful completion of a pre-employment alcohol/drug test. If an applicant attempts to substitute or contaminate his or her drug screen specimen or attempts to subvert the breath alcohol test procedure, the village will not hire the applicant. The village will not hire applicants who test positive for illegal drugs, unauthorized prescription drugs, or alcohol.

I understand that the Village of Surfside Beach, TX, is an “employment-at-will” employer and that the acceptance of an offer of employment does not constitute contractual obligation upon the Village of Surfside Beach, TX, to employ me in the future. Furthermore, I understand that just as I may resign at any time, the village reserves the right to terminate my employment at any time, with or without cause and without prior notification. I understand that no representative of the village has the authority to make any assurances to the contrary.

NON-DISCRIMINATION STATEMENT

“The Village of Surfside Beach is an equal opportunity provider and employer.”

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint form (PDF), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866)632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to the U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W. Washington, D.C. 20250-9410, by fax (202)690-7442, or e-mail at program.intake@usda.gov.

If employed, I agree to abide by all policies, regulations, and guidelines established by the village. My signature below acknowledges that I understand the above information.

Signature of Applicant

Date