



CITY OF SAN BENITO
401 N. Sam Houston Blvd.
SAN BENITO, TX 78586
(956) 361-3800

APPLICATION FOR EMPLOYMENT

The City of San Benito strives to comply with state and federal laws regarding discrimination based on race, age, creed, color, sex, religion, national origin, disability, political affiliation or veteran status.

Name SSN Date

Mailing Address
Street/P.O. Box City ST Zip Code

Physical Address
Street City ST Zip Code

Phone Number Mobile Number E-mail

POSITION APPLIED FOR When can you start?

Yes No Are you over 18 years old?

Yes No Are you authorized to work in the United States on an unrestricted basis?

How did you learn of this opening?

Yes No Have you worked for the City of San Benito before?

Yes No Are you related to any elected official or any City of San Benito employee?

If yes, give the person's name, department (if applicable) and relationship to you

Yes No Have you been told the essential functions of the job or have you been shown a copy of the job description listing the essential functions of the job?

Yes No Can you perform these essential functions with or without reasonable accommodation?

Yes No The City of San Benito has adopted a drug and alcohol policy to maintain a drug-free workplace. Any applicant applying for employment with the City will be required to submit to testing to screen for illegal drug use prior to employment. Employment will be contingent upon a negative a drug test result. Will you submit to drug testing?

Yes No Have you ever been convicted, or pled guilty or no contest to, a felony offense?
If so, please explain. Important: For purposes of employment with the City of San Benito, "convictions" include sentenced to confinement, paid fine, time served, placed on probation (including deferred adjudication) and court-ordered restitution.

EDUCATION	NAME & LOCATION OF SCHOOL	GRAD. YEAR	MAJOR	DIPLOMA/DEGREE
High School				
College/Univ				
Other Training/Education				

List all licenses and certificates you may hold such as electricians, etc. All positions require a current Texas Driver License.

TYPE	NUMBER	EXPIRATION DATE

All information is required, "see resume" is not acceptable

WORK HISTORY

May we contact your present employer? Yes No

Most Recent Employer		Address		Telephone	
Date Started		Starting Salary		Starting Position	
Date Left		Ending Salary		Ending Position	
Name and Title of Supervisor		Address		Telephone	
Description of Duties					
Reason for Leaving					

Previous Employer		Address		Telephone	
Date Started		Starting Salary \$		Starting Position	
Date Left		Ending Salary \$		Ending Position	
Name and Title of Supervisor		Address		Telephone	
Description of Duties					
Reason for Leaving					

Previous Employer		Address		Telephone	
Date Started		Starting Salary		Starting Position	
Date Left		Ending Salary		Ending Position	
Name and Title of Supervisor		Address		Telephone	
Description of Duties					
Reason for Leaving					

In addition to your work history, what other experiences, skills or qualifications would especially qualify you for work with the City of San Benito

List Three Professional References

Name of Reference	Address, City, State, Zip	Telephone	Occupation

Person to notify in case of an emergency Phone Number

APPLICANT'S CERTIFICATION AND AGREEMENT

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the City to make an investigation of any of the facts set forth in this application.

I agree to immediately notify the City of San Benito if I am convicted of, receive deferred adjudication in, or otherwise plead guilty or no contest to a felony, or any crime involving dishonesty or a breach of trust, while my application is pending or during my period of employment if hired.

I understand that employment at this City is at will, which means that either I or the City can terminate the employment relationship at any time, with or without cause or advance notice and in accordance with applicable State Law. As a condition to apply for employment and continued employment, I agree to accept and confirm to the City's procedures, guidelines and instructions. No manager or representative of the City other than the City Manager has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the guidelines stated in the City's Employee Handbook, either prior to commencement of, or after employment. Any such agreement made by the City Manager must be in writing and must be signed by the City Manager.

Applicant's Signature: _____

Date: _____

Applicant Notification / Release of Information

In connection with my application for employment, I understand that investigative inquiries on my background, in accordance with the Fair Credit Reporting Act and all state and federal laws, are to be made on me, including information as to my personal character, abilities, work habits, mode of living residency, general reputation, performance, experience, and other qualities pertinent to my qualifications for employment, including reasons for termination of past employment.

I understand that the City of San Benito may make inquiries, including but not limited to my consumer credit history, education, professional licensing, and criminal history and driving history. Furthermore, I understand that the City of San Benito may request information from various federal, state and other agencies that maintain records containing my past driving history, credit history, criminal history, military history, civil and other experiences.

I understand that according to the Fair Credit Reporting Act, I am entitled to know if employment is denied because of information obtained by the City of San Benito from a Consumer Report Agency. Upon written request, I will be informed whether an investigative consumer report was requested and will be given full information as to the nature and the scope of the investigation, as well as the name of the reporting agency or sources of information.

I authorize without reservation, any party (including, but not limited to, employers, law enforcement agencies, state agencies, institutions and private information bureaus or repositories) contacted by the City of San Benito to furnish any or all of the above mentioned information. In addition, I hereby release the City of San Benito from any and all liability for damages arising from the investigation and disclosure of the requested information. I further release and discharge all liability from all companies, agencies, officials, officers, employees, and other persons, who, in good faith provide to the City of San Benito the above mentioned information as requested, in order to successfully complete a background investigation for my application of employment. I will allow a photocopy of this authorization to be as valid as the original.

Full Name	<input type="text"/>		
Social Security	<input type="text"/>	Date of Birth	<input type="text"/>
Current Address	<input type="text"/>		
City / State / Zip	<input type="text"/>		
Driver's License #	<input type="text"/>	State	<input type="text"/>
Prospective Employer	<input type="text"/>		
Applicants Signature	<hr/>		
** Notary Signature	<hr/>	Printed	<input type="text"/>
State	<input type="text"/>	County	<input type="text"/>
		Commission Exp.	<input type="text"/>

* Date of birth is being requested only for the purpose of identification in obtaining accurate retrieval of records, and will not be used for discriminatory purposes.

** Only when requested.