



City of Aransas Pass
 600 Cleveland Blvd.
 Aransas Pass, Texas 78336
 (361) 758-5301

Employment Application

The City of Aransas Pass considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation or any other legally protected status.

PLEASE FOLLOW THESE INSTRUCTIONS TO COMPLETE THE APPLICATION

1. The City will only consider applications that are complete. You must provide all requested information, including your signature.
2. You may submit a resume in addition to your application. However, resumes will not take the place of the application.
3. Your application will be reviewed after the posted deadline, as noted on the employment opportunity notice.
4. The City of Aransas Pass will contact (either by telephone or e-mail) the applicants selected for pre-placement testing and/or personal interview.
5. A new application must be submitted for every position you wish to be considered for.

PLEASE PRINT

Position Applying For:	Date of Application:
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Last Name:	First Name:			
Mailing Address:	City:	State:	Zip Code:	
Primary Phone Number:	Secondary Phone Number:			
Driver's License/I.D. Number:	State:	License Type:	<input type="checkbox"/> Class C	<input type="checkbox"/> Class B-CDL
			<input type="checkbox"/> Class A-CDL	<input type="checkbox"/> Other

Please answer the following questions listed below:

1. Are you related by blood, marriage or common law to the City Manager, any City Council member or any other City employee? Yes No
If yes, list names and relationship type: _____
2. If you are under the age of 18, can you provide required proof of your eligibility to work?
 Yes No
3. Have you previously been employed by the City of Aransas Pass? If so, please provide date(s).
 Yes No If yes, list dates of employment: _____
4. Are you currently on "lay off" status and subject to recall with the City of Aransas Pass?
 Yes No
5. Have you ever been convicted of a felony, public indecency or a violation of the Texas controlled substances act, or have you ever pled guilty or no contest to a criminal act, or have you been placed on probation or had your driver's license suspended or revoked, or been notified of any exclusion or sanctioning by a federal program? Yes No

Note: A positive response to any part of the question will not necessarily bar you from being considered for employment. The City of Aransas Pass will consider the offense for which you were convicted, the circumstances surrounding the conviction and the date of the conviction as important factors in making a hiring decision.

If your answer to any of the above is "Yes", please provide details, including dates below:

Education

Do you have a High School diploma/GED?

Yes No If yes, name of school/institution: _____

Please specify your highest level of education:

- High School diploma/GED
- Some College
- Associate's Degree Please identify course work: _____
- Bachelor's Degree Please identify course work: _____
- Some Graduate Please identify course work: _____
- Graduate Degree Please identify course work: _____
- Other Please identify course work: _____

Licenses and / or Certifications:

Name of License/Certification	License/Certification Number	Expiration Date

List any specialized training, skills, proficiency in any foreign language, etc. You may also include professional, trade, business or civic activities and offices held:

Employment History: Please list your last ten (10) years of employment beginning with your most recent job. Include any job-related military service assignments and volunteer activities.

Name of Employer:	Dates of Employment:
Address of Employer:	Phone Number:
Job Title:	Final Rate of Pay:
Name of Supervisor:	
Job Duties: <hr/> <hr/> <hr/> <hr/>	
Reason for Leaving:	

Name of Employer:	Dates of Employment:
Address of Employer:	Phone Number:
Job Title:	Final Rate of Pay:
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Name of Employer:	Dates of Employment:
Address of Employer:	Phone Number:
Job Title:	Final Rate of Pay:
Name of Supervisor:	
Job Duties:	

Reason for Leaving:	

**Authorization to Release Information
(Private Person or Organization) To The City of Aransas Pass**

To Whom It May Concern:

I am an applicant for employment with the City of Aransas Pass, Texas, and hereby request and authorize you to furnish the City of Aransas Pass with any and all information they may request concerning my employment, educational records, including by not limited to academic, achievement, attendance, athletic, personal history and disciplinary records, medical records, credit records, juvenile, police and court records or military records for determination of my potential for employment and for eligibility for certain security clearance. I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the official use of the aforementioned City of Aransas Pass.

I hereby release you, as custodian of such records, any school, college, university, or other educational institution, hospital or other repository of medical records, credit bureau, lending institution, consumer or credit reporting agency, or retail business establishment including its officers, employers, or related personnel, both individually or collectively, from any and all liability or damages of whatever kind which at any time may result to me, my heirs, family or associates because of compliance with this authorization and request for information or any other attempt to comply with it.

Signature

Print Name

Date

Authorization to Conduct Investigation

The facts set forth in my application for employment are true and complete. I understand that if employed, any false or misleading statements on this application shall be considered sufficient cause for dismissal. I hereby authorize the City of Aransas Pass to make any investigation concerning my employment; educational records, including by not limited to academic, achievement, attendance, athletic, personal history and disciplinary records, medical records, credit records, juvenile, police and court records or military records for determination or my potential for employment and for eligibility for certain security clearances. I also understand that an investigative consumer report may be made 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

Print Name

Date