



CITY OF SPRING VALLEY VILLAGE
1025 CAMPBELL ROAD
HOUSTON, TX 77055
PHONE: 713-465-8308 FAX: 713-461-7969

APPLICATION FOR EMPLOYMENT

The City of Spring Valley Village is an Equal Opportunity Employer and will not discriminate against any applicant or employee in any manner prohibited by law.

| PERSONAL INFORMATION | |
|---|----------------------------------|
| Name: | Date: |
| Street Address: | Home Phone: |
| City, State, Zip: | Cell Phone: |
| Have you ever been employed by the City of Spring Valley Village? Yes _____ No _____ If yes, what position and when? | Work Phone: |
| | Email Address: |
| | Referred By: |
| Position Desired: | Salary Desired: |
| Are you available to work full-time? Yes _____ No _____ If no, what hours are you available to work? | Driver's License Number / State: |
| Are you available to work overtime? Yes _____ No _____ | Social Security Number: |
| When will you be available to begin work? | |
| Name/relationship of any relatives at the City or on City Council: | |
| Are you prevented from lawfully becoming employed in this country because of VISA or Immigration Status? Yes _____ No _____ (Proof of citizenship or immigration status will be required upon employment) | |
| Have you ever been convicted of an offense in adult court? (including driving offenses) Yes _____ No _____ If yes, provide details below. | |

| EDUCATION | | | | |
|-------------|-----------------------------|-------|----------------------|----------------|
| Level | Name and Location of School | Major | # of Years Completed | Degree/Diploma |
| College | | | | |
| College | | | | |
| High School | | | | |
| Elementary | | | | |
| Other | | | | |

SPECIAL TRAINING / CERTIFICATIONS / SKILLS

List any special programs or courses that add to your qualifications.

| Course Title | Date(s) | Institution |
|--------------|---------|-------------|
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List any professional certifications or other special skills including licenses, memberships, etc.

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List any software applications and/or computer programs you have worked with.

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Foreign Language:

| | | | | | | |
|-------|--------|-------|--------|-------|-------|-------|
| _____ | Speak? | _____ | Write? | _____ | Read? | _____ |
| _____ | Speak? | _____ | Write? | _____ | Read? | _____ |

Resume attached? Yes _____ No _____ If yes, completion of Employment History is still required.

Other documents attached? Yes _____ No _____ Describe: _____

EMPLOYMENT HISTORY

List present/most recent job first, including military, part-time, temporary and seasonal. If additional space is needed, attach a separate sheet. An explanation for periods of unemployment should be included where shown.

| | |
|------------------------------------|----------------------|
| Company: | From: _____ to _____ |
| Street Address: | Job Title: |
| City, State, Zip: | Supervisor: |
| Phone Number: | (Name/Title) |
| May we contact? Yes _____ No _____ | Salary: |
| Reason for Leaving: | |
| Job Duties: _____ | |
| | |
| | |

EMPLOYMENT HISTORY

(continued)

| | |
|---|----------------------|
| Company: | From: _____ to _____ |
| Street Address: | Job Title: |
| City, State, Zip: | Supervisor: |
| Phone Number: | (Name/Title) |
| May we contact? Yes _____ No _____ | Salary: |
| Reason for Leaving: | |
| Job Duties: _____ | |
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| | |
|---|----------------------|
| Company: | From: _____ to _____ |
| Street Address: | Job Title: |
| City, State, Zip: | Supervisor: |
| Phone Number: | (Name/Title) |
| May we contact? Yes _____ No _____ | Salary: |
| Reason for Leaving: | |
| Job Duties: _____ | |
| | |
| | |

| | |
|---|----------------------|
| Company: | From: _____ to _____ |
| Street Address: | Job Title: |
| City, State, Zip: | Supervisor: |
| Phone Number: | (Name/Title) |
| May we contact? Yes _____ No _____ | Salary: |
| Reason for Leaving: | |
| Job Duties: _____ | |
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| | |

EMPLOYMENT HISTORY

Please provide an explanation for any periods of unemployment.

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REFERENCES

List three references not related to you and not included in the Employment History Section.

| Name | Address | Phone | Years Known |
|------|---------|-------|-------------|
| | | | |
| | | | |
| | | | |

CERTIFICATION AND AGREEMENT

Please read the following and indicate your understanding and agreement by signing below:

I hereby certify that there are no willful misrepresentations, omissions, or falsifications in the foregoing statements and answers to questions. I am fully aware that any such willful misrepresentations, omissions, or falsifications may be grounds for immediate rejection or termination of employment. I hereby authorize the City of Spring Valley Village or its designees to investigate my work and personal history through any investigative agencies or credit agencies/bureaus. I authorize all such investigations and the giving and receiving of any information requested by the City, and I release from liability any person giving or receiving any such information. Further, I waive any rights or privileges I may have to view, copy or in any other way obtain the information submitted to the City in reference to and/or in response to this Application for Employment.

I understand that the City requires a pre-employment physical examination and drug and alcohol screening and that my employment eligibility is based on successfully completing such examination and screening.

I understand that employment with the City is "at will" and subject to termination at any time, with or without cause and with or without notice. This Application for Employment is not a contract nor is it or any part of the hiring process meant to create a contract.

In the event of my employment with the City of Spring Valley Village, I understand that I will be required to abide by all rules, regulations, and policies of the City.

I understand that this application becomes the property of the City of Spring Valley Village and will not be returned.

Signature of Applicant

Date