

BIG BEND GROUNDWATER MANAGEMENT DISTRICT NO. 5

APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment of a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to complete the application and/or interview process should notify a representative of the organization.

Date: \_\_\_\_\_

Position(s) applied for or type of work desired: ADMINISTRATIVE ASSISTANT

Applicant name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone#: Home - \_\_\_\_\_ Other - \_\_\_\_\_

Social Security #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Type of employment desired:  Full-Time  Part-Time

Date you will be available to start work: \_\_\_\_\_

What are your salary expectations? \_\_\_\_\_

Are you able to meet the attendance requirements?  Yes  No

Do you have any objection to working in excess of 40 hours per week, if necessary?  Yes  No

Can you travel if required by this position?  Yes  No

Have you ever been previously employed by our organization?  Yes  No

Can you submit proof of legal employment authorization and identity?  Yes  No

Have you ever been convicted of a crime in the last 7 years?  Yes  No

If yes, please explain (a conviction will not automatically bar employment):

Driver's license number: State: \_\_\_\_\_ DL#: \_\_\_\_\_

How were you referred to us? \_\_\_\_\_

**Employment History**

Please provide all employment information for your past four employers starting with the most recent.

Employer: \_\_\_\_\_ Position held: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone#: \_\_\_\_\_

Immediate supervisor and title: \_\_\_\_\_

Dates employed: from \_\_\_\_\_ to \_\_\_\_\_ Salary: \_\_\_\_\_

Job summary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Position held: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone#: \_\_\_\_\_

Immediate supervisor and title: \_\_\_\_\_

Dates employed: from \_\_\_\_\_ to \_\_\_\_\_ Salary: \_\_\_\_\_

Job summary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Position held: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone#: \_\_\_\_\_

Immediate supervisor and title: \_\_\_\_\_

Dates employed: from \_\_\_\_\_ to \_\_\_\_\_ Salary: \_\_\_\_\_

Job summary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Position held: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone#: \_\_\_\_\_

Immediate supervisor and title: \_\_\_\_\_

Dates employed: from \_\_\_\_\_ to \_\_\_\_\_ Salary: \_\_\_\_\_

Job summary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**Other Skills and Qualifications**

Summarize any job-related training, skills, licenses, certificates, and/or other qualifications:

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**PLEASE ATTACH A RESUME**

**Educational History**

List school name and location, years completed, course of study, and any degrees earned:

**High school:** \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Course of Study: \_\_\_\_\_ Degree: \_\_\_\_\_

**College:** \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Course of Study: \_\_\_\_\_ Degree: \_\_\_\_\_

**Technical School:** \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Course of Study: \_\_\_\_\_ Degree: \_\_\_\_\_

**Other:** \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Course of Study: \_\_\_\_\_ Degree: \_\_\_\_\_

**References**

List 3 names as references -include phone numbers and years known (do not include relatives or employers):

\_\_\_\_\_

\_\_\_\_\_

I hereby authorize the potential employer to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references. I also hereby release from liability the potential employer and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.

If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, unless set out in a written contract, either I or the employer can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

I understand that it is the policy of this organization not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that person's need for a reasonable accommodation as required by ADA.

I understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

I understand the Big Bend Groundwater Management District #5 office is a drug-free and smoke-free environment.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_