



# Employment/Volunteer Application

## Personnel Department

701 E Expressway 83  
La Joya TX 78560-4051  
956.581.7002

In compliance with federal, state and local equal employment laws, the City of La Joya does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, non-job-related medical condition, handicap or disability, family status, or other protected class. If you need an accommodation to complete this application or any test, notify Personnel Department.



### Applicant Information

Please PRINT

Full Name _____	Position _____
Address _____	Application Date _____
City, State, Zip _____	Date Available _____
Phone _____	Date of Birth _____
email _____	Social Security # _____

#### Position

- Employment Application
- Volunteer Application

(eg, CERT, Fire, Library, Parks, Police)

#### Availability

- Full-Time
- Part-Time
- Seasonal/Temporary

Previous employment with City of La Joya?  Yes  No If yes, when? \_\_\_\_\_

Can you travel if required by this position?  Yes  No

### Nepotism Disclosure

If you are related by blood or marriage to any member of the City Council or any person currently employed by the City of La Joya, list name and relationship below:

Relative Name	Relationship

(Reference [Government Code, Ch 573](#))

### Prior Convictions

List and describe all **felony convictions**, the nature of the charge, the date of conviction, the location or jurisdiction, and the sentence (probation/prison). If none, check here:

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List and describe all the following **misdemeanor convictions**, the nature of the charge, the date of conviction, the location or jurisdiction, and the sentence (probation/prison): 1) Driving while intoxicated; 2) Possession of a controlled substance; 3) Assault; 4) Unlawful carrying of a weapon; and/or 5) Theft. If none, check here:

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**Note: A Criminal Background check will be conducted on all employment applications and other volunteer placements. A criminal record does not constitute an absolute prohibition to employment or volunteer placement. Mitigating factors (eg, age at the time of offence; rehabilitation efforts; date and seriousness of the crime) will be considered.**

### Employment History

List employers for last five (5) years, beginning with your most recent job (including part-time, temporary or seasonal employment). If additional space is needed, please provide an attachment. Employers may be contacted to verify your employment record.

Employer \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
 Address \_\_\_\_\_ Position \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_ Last annual salary \$ \_\_\_\_\_  
 Phone \_\_\_\_\_ Supervisor \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_

Employer \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
 Address \_\_\_\_\_ Position \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_ Last annual salary \$ \_\_\_\_\_  
 Phone \_\_\_\_\_ Supervisor \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_

Employer \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
 Address \_\_\_\_\_ Position \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_ Last annual salary \$ \_\_\_\_\_  
 Phone \_\_\_\_\_ Supervisor \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_

### References

Give the name and number of three (3) references that have personnel knowledge of your professional experience.

Name	Address	Phone Number

## Educational Background

Educational Institution	Dates Attended	Graduated
High School		Diploma or <input type="checkbox"/> GED <input type="checkbox"/>
Community College		Certificate <input type="checkbox"/> Associate <input type="checkbox"/>
University		Bachelor <input type="checkbox"/> Master <input type="checkbox"/>

If additional space is needed, please provide an attachment.

## Skills & Qualifications

List all licenses (eg, drivers, electrician, Firefighting, Peace Officer, water treatment).

Type	Issuing Agency	License Number	Expiration Date

List special skills, certifications and qualifications acquired from employment or other experiences.

- |                                       |                                       |
|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> CPR          | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> First Aid    | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Fire Service | <input type="checkbox"/> Other: _____ |
| _____                                 |                                       |
| _____                                 |                                       |

## Referral Source

- |   |   |
|---|---|
| <input type="checkbox"/> <a href="#">AARP</a>   | <input type="checkbox"/> Friend   |
| <input type="checkbox"/> Advertisement (eg, newspaper)  | <input type="checkbox"/> High School Program                              |
| <input type="checkbox"/> City Website ( <a href="#">lajoyatx.gov</a> )                        | <input type="checkbox"/> Other: _____                                     |
| <input type="checkbox"/> College Placement (eg, <a href="#">UTRGV</a> , <a href="#">STC</a> ) | <input type="checkbox"/> State Program                                    |
| <input type="checkbox"/> Employment Agency (eg, <a href="#">Indeed</a> )                      | <input type="checkbox"/> <a href="#">Texas Workforce Commission (TWC)</a> |

## Certification & Agreement

### PLEASE READ THE FOLLOWING CAREFULLY

*I hereby certify that answers given herein are true and complete to the best of my knowledge and agree that if employed, any misrepresentation, falsification, or omission of facts thereon shall justify my dismissal.*

*I hereby authorize the City of La Joya to fully investigate my record and work qualifications either before or after my employment/volunteer services with the City of La Joya and agree to facilitate such investigation. I also hereby authorize any persons, office, agency or source,*

having information and knowledge about my personal, employment, criminal, educational, driving record, credit or financial history, related injury information, physical screening, drug/alcohol screening and other related matters as may be necessary in arriving at an employment decision to furnish and release such information to the City of La Joya. I hereby release employers, schools, agencies, or persons from all liability in responding to inquiries in connection with my application.

In submitting this application, I understand that it becomes the property of the City of La Joya and will not be returned or altered by City staff. I hereby understand and acknowledge that any employment relationship with the City is of an “at will” nature, which means any employee/volunteer may be terminated by the City Manager at any time in accordance with applicable law.

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Applicant Signature

Date

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## Personnel Department Use

### Background Check

- Nepotism Disclosure: \_\_\_\_\_
- Prior Convictions: \_\_\_\_\_
- Employment History: \_\_\_\_\_
- References: \_\_\_\_\_
- Educational Background: \_\_\_\_\_

### Interview Information

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(Date, Interviewer(s))

### Employment/Placement Determination

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