

APPLICANT INFORMATION

City of Nacogdoches Applicants,

Thank you for your interest in employment with the City of Nacogdoches. The following information is intended to explain what to expect when applying for a position with the City of Nacogdoches.

Applicants needing assistance during any phase of the application, interview, or employment process will need to contact a Human Resources representative. Every reasonable effort will be made to accommodate your needs in a timely manner. Please be advised that the City of Nacogdoches is a Drug Free Workplace and all applicants receiving a contingent offer of employment will be drug tested.

What do I need to know about completing an application? You must meet the minimum requirements for a position to complete an application and apply for that position. **All** questions must be answered completely and accurately. Do **NOT** write **See Attached Resume** anywhere on the application or your application will not be considered.

What is the deadline for submitting my application? A deadline is established for most positions advertised. All applications must be submitted to the Human Resources office on or before the closing date. Applications submitted after the closing date will not be considered. Some positions may be “open until filled.”

What happens to my application after I leave it in Human Resources office? All applications for a current vacancy are reviewed by Human Resources to determine if the application meets the minimum qualifications required for the position. If the application does not clearly indicate the required minimum qualifications, no further processing occurs. If it does meet minimum requirements it is then forwarded to the hiring supervisor. The hiring department will then set up interviews at their convenience.

Will I be called about the status of my application? Those applicants who are selected for an interview will be contacted. All applicants not selected will be notified by mail once the position is filled.

If my application is selected for an interview, how long does it take after I submit my application before I am called? The length of time depends on how long it is necessary to advertise the vacancy, the number of applicants to review, and the time required to review the applications by the hiring manager.

What happens after the department interviews me and a conditional offer of employment is made? If a conditional offer of employment is made, you will be contacted to complete post offer paperwork, which may include a medical/physical examination, drug-screening, and any other necessary testing directly related to the position. Additional testing of job-related skills may be required prior to employment as well. Other conditions of employment may be required before you are ready to report for work. Documents will be required in order to prove “eligibility” to work in the United States as required by the Department of Homeland Security.

EQUAL EMPLOYMENT OPPORTUNITY DATA
City of Nacogdoches, Texas

This form is optional. You are not required to furnish the information requested below.

This information does not become part of the hiring process, nor will the information be considered by those involved in the hiring process. The data is being collected for EEO reporting purposes.

Name (please type or print) _____

Social Security No: _____

Date of Birth _____

Sex: Male _____ Female _____

Check One:

- _____ White (Non Hispanic)
- _____ Black (Non Hispanic)
- _____ Hispanic
- _____ American Indian/ Alaskan Native
- _____ Asian/ Pacific Islander

How did you hear about the position?

- _____ Newspaper
- _____ Referred by Employment Agency
- _____ Read City's Job Announcement
- _____ Referred by City Employee
- _____ Website
- _____ Other

Date of Application: _____

Position Applied for: _____

Signature- Applicant

Date

Remarks:

WORK EXPERIENCE - List your last three employers/positions, beginning with the most recent.

MONTH & YEAR FROM _____ TO _____	NAME & ADDRESS of EMPLOYER _____ _____	REASON for LEAVING _____ _____	<input type="checkbox"/> PAID EMPLOYMENT <input type="checkbox"/> UNPAID / VOLUNTEER <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time Avg. Hours/week _____ Ending Salary _____
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Title: _____ Duties _____

Number of Employees under Your Supervision _____ Your Immediate Supervisor's Name _____
 Phone Number _____

MONTH & YEAR FROM _____ TO _____	NAME & ADDRESS of EMPLOYER _____ _____	REASON for LEAVING _____ _____	<input type="checkbox"/> PAID EMPLOYMENT <input type="checkbox"/> UNPAID / VOLUNTEER <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time Avg. Hours/week _____ Ending Salary _____
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Title: _____ Duties _____

Number of Employees under Your Supervision _____ Your Immediate Supervisor's Name _____
 Phone Number _____

MONTH & YEAR FROM _____ TO _____	NAME & ADDRESS of EMPLOYER _____ _____	REASON for LEAVING _____ _____	<input type="checkbox"/> PAID EMPLOYMENT <input type="checkbox"/> UNPAID / VOLUNTEER <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time Avg. Hours/week _____ Ending Salary _____
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Title: _____ Duties _____

Number of Employees under Your Supervision _____ Your Immediate Supervisor's Name _____
 Phone Number _____

*****If you need additional space, please continue on a separate sheet of paper *****

We may contact the employer(s) listed above unless you indicate otherwise and give the reason(s) for your request.

Do Not Contact	Reason

FOREIGN LANGUAGE(S): (List and circle where applicable)

LIST LANGUAGES:	1. SPEAK	2. READ	3. WRITE
_____ _____ _____	FAIR GOOD EXCELLENT	FAIR GOOD EXCELLENT	FAIR GOOD EXCELLENT



202 East Pilar Street, Rm. 110
P.O. Box 635030
Nacogdoches, TX 75963
936-559-2567

BACKGROUND CHECK AUTHORIZATION

Print Name: _____
(First) (Middle) (Last)

Former Name(s) and Dates Used: _____

Current Address Since: _____
(MO/YR) (Street) (City) (State & Zip)

Previous Address From: _____
(MO/YR) (Street) (City) (State & Zip)

Previous Address From: _____
(MO/YR) (Street) (City) (State & Zip)

Social Security Number: _____ DOB: _____

Telephone Number: _____

Driver License Number & State: _____

The information contained in this application is correct to the best of my knowledge.

I hereby authorize the City of Nacogdoches and its designated agents and representatives to conduct a comprehensive review of my background and references causing a consumer report and/or investigative consumer report to be generated for employment purposes. I understand that the scope of the consumer report/investigative report may include, but is not limited to, the following areas: verification of social security number, credit reports, current references and previous residences, employment history, education background, character references, drug testing, civil and criminal history records from any criminal justice agency in any or all federal, state county jurisdictions, driving records, birth records, and any other public records.

I further authorize any individual, company, firm, corporation, or public agency to divulge any and all information, verbal or written, pertaining to me, to the City of Nacogdoches or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources. The City of Nacogdoches and its designated agents and representatives shall maintain all information received from this authorization in a confidential manner, unless otherwise required by law, in order to protect the applicant's personal information, including, but not limited to, address, social security numbers, and dates of birth.

Signature: _____ Date: _____