

Please complete the following employment application to apply for a position at the City of Woodway. Once completed, you may mail your application to 922 Estates Drive, Woodway, TX 76712, bring it by City Hall or email to Glenda Girard at ggirard@woodwaymail.org. Please complete the entire application. You may attach a resume for more information, but please do not substitute a resume for the application. A Notary is available at City Hall for your convenience.



CITY OF WOODWAY

APPLICATION FOR EMPLOYMENT

OFFICE USE ONLY

Received By: _____
Date Received: _____

922 Estates Drive, Woodway, TX 76712 (254) 772-4480

An Equal Opportunity Employer

1. The City of Woodway accepts applications for employment at all times. See postings in the Personnel Office or call the above telephone number for current openings in the form of job opportunity announcements.
2. Only applicants selected for interviews will be contacted.
3. Resumes are welcome, but an application must also be completed and returned to the Personnel Office.

POSITION SOUGHT: _____ TODAY'S DATE: _____

Applicant's Name: _____
First Middle Last

Social Security Number: _____

Driver's License Number: _____ State: _____ Type: _____

Current Address: _____
City State Zip Code

Previous Address: _____
(if less than 1 year at current address) City State Zip Code

Telephone Number: (____) _____ (____) _____ (____) _____
Home Work Other

May the City of Woodway contact your current employer? **YES / NO** (check one)

Best time to call you @ work: ____:____ am/pm Best time to call you @ home: ____:____ am/pm

Eligibility Information

1. Are you related to any employee or elected / appointed official of the City of Woodway? **YES / NO** (check one)
 2. Are you a citizen of the United States of America? **YES / NO** (check one)
(Proof of eligibility to work in the USA is required upon employment)
 3. Can you read, speak and understand the English language? **YES / NO** (check one)
 4. Are you 18 years of age or older? **YES / NO** (check one)
 5. Are you willing to work overtime, evenings, and weekends? **YES / NO** (check one)
 6. Have you ever been employed by the City of Woodway before? If yes, what position did you hold? _____
 7. Have you ever been convicted, or are you currently awaiting disposition, of a criminal offense other than a traffic violation?
YES / NO (check one) If yes, please explain (criminal convictions will not absolutely bar employment) _____
-
8. Please list any traffic violations resulting in your conviction, or any to which you have pled no contest within the last three (3) years: _____
9. Have you been involved in a motor vehicle accident within the last three years? **YES / NO** (check one)
 If yes, please explain: _____
 10. Are you able to perform the duties of the position sought above as outlined in the job opportunity announcement and / or job description? (These are available for your review in the City of Woodway's Personnel Office) **YES / NO** (check one)
 11. Are you willing to submit to a post employment offer physical, driver's record check and drug screening?
YES / NO (check one)

Hourly Wage Desired? \$ _____ and / or Annual Salary Desired? \$ _____

CHECK TYPE OF EMPLOYMENT YOU ARE WILLING TO ACCEPT:
FULL – TIME **PART-TIME** **TEMPORARY**

Education and Training

Highest Level of Education Achieved: _____

Schools Attended / Degrees or Certifications Achieved: *(Beginning with High School)*

School Name	Course of Study	Yrs Attended	Type of Degree/Certification

List any Special Skills / Training which might enhance your qualifications for the position sought: (such as ability to operate heavy equipment, possession of a commercial driver's license endorsement, certifications, licenses, etc).

Can you speak, read, or write a foreign language? Describe: _____

Employment History

List your previous employers (starting with your most recent):

Length of Employment	Name/Address/Phone #	Position Held	Last Salary Level	Reason for Leaving
From:				
To:				
From:				
To:				
From:				
To:				
From:				
To:				

Work Related References

Name	Address	Telephone Number	How Acquainted	# Years

Armed Services Information

Have you served in the United States Armed Forces? If yes, which branch (s)? _____

Period (s) served: _____ Type of Discharge? _____

Rank at Discharge: _____ Citations/Commendations: _____

(please attach a copy/report of separation from the Armed Services in which you served)

Applicant's Statement

By typing my name on all the following signature lines on this application, I certify that the answers given herein are true and complete to the best of my knowledge, and that this information can be used for the purpose of processing my employment application and information to include but not limited to Criminal Background Checks and Department of Motor Vehicle Reports.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not, and is not intended to be, a contract of employment, and I acknowledge that it is not a contract. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also if I am employed, that I am required to abide by all rules and regulations of the City of Woodway. Furthermore, I understand that just as I am free to resign at anytime, the City of Woodway reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the City of Woodway has the authority to make any assurances to the contrary.

Signature of Applicant

Date

Nepotism Certification

Applicant's Name: _____

Position Applying for: _____

Relatives of the first, second and third degree (consanguinity or affinity) shall not be employed by, appointed or promoted into any position (including full-time, part-time, regular, or temporary) within the City. If employees become related after employment, it will be the responsibility of the employees affected to immediately notify their supervisor(s) and to come into compliance with this policy within sixty (60) days.

No person may be employed by, appointed or promoted into any position (including full-time, part-time, regular, or temporary) within the City who is related within the second degree by marriage (affinity), or by the third degree by blood (consanguinity), to any member of the City Council.

Relatives and related are defined as follows:

1. Consanguinity (Blood Relationships)

<u>1st Degree</u>	<u>2nd Degree</u>		<u>3rd Degree</u>	
Father	Grandfather	Nephew	Great Grandfather	Great Nephew
Mother	Grandmother	Niece	Great Grandmother	Great Niece
Brother	Grandson	1st Cousin	Great Grandson	2nd Cousin
Sister	Granddaughter		Great Granddaughter	
Son	Uncle		Great Uncle	
Daughter	Aunt		Great Aunt	

2. Affinity (Marriage Relationships)

<u>1st Degree</u>			<u>2nd Degree</u>
Spouse	Stepsister	Grandfather-in-law	Aunt-in-law
Father-in-law	Stepbrother	Grandmother-in-law	Nephew-in-law
Mother-in-law	Stepson	Grandson-in-law	Niece-in-law
Brother-in-law	Stepdaughter	Granddaughter-in-law	1st Cousin-in-law
Sister-in-law	Son-in-law	Uncle-in-law	Spouse of any of above
Daughter-in-law	Stepfather		
Stepmother	Spouse of any of the above		

Nepotism Certification

I have reviewed a current list of members of the Woodway City Council, the City Manager, and Woodway City employees (please see Employment Application Attachment A). After careful review of these lists, I certify that I am not related in any manner described previously to any of these persons.

Signature of Applicant

Date

CITY EMPLOYEES

Carleen Bright Arboretum

Schelly Abel
Matthew Clafferty
Derek Curtis
Sandra Golliehair
Benjamin Lopez
Domingo Miramontez
Meredith Perry
Janet Schaffer
Pauline Woodard

City Hall

Rachel Adamson
Donna Barkley
Tracy Becker
Glenda Girard
Amanda Harsh
William Klump
Holly Liles
Keith Lowrey
Russell Sones
Carrie Weak
Yost Zakhary

Community Svs & Development

Travis Briggs
Mitch Davison
Rodney Dieterich
Nathan Donnell
Terry Drake
Dale Glass
Joel Grisham
Victor Gutierrez
Charles Hinkley
Jordan Meyer
John Norman
Amy Novak
Brandon Olivarez
Kasia Redden
Jessie Resendez
Randall Riggs
Robert Starnes
Jeffrey Stinson
Cory Turnmire
Gordon Voges
Skylar Weaver
Walter Will

Public Safety

Larry Adams
James Aguilar
Phillip Anderson
Ty Anderson
Joshua Barron
Nathan Bauer
Ernest Bauman
Sandy Bickel
Michael Brummett
Edward Caldera
Bret Crook
Ruben DeLeon
William Dudley
Dylan Eckert
Khalil El-Halabi
Malia Elkins
Chris Fagner
Sean Fallon
Justin Fulp
Todd Gill
Steven Gonzalez
Jason Graves
Taylor Groves
Mark Harter
Katrina Howard
Kyle Isbell
Stephanie Lander
Michele Lawson
Albert Lopez
Terry Mason
Jennifer Mathews
Andrew McGee
Ryan Murry
Jennifer Niemeier
Kelly Painter
Jennifer Pfenninger
Sara Recindus
Chad Rivas
Nolan Schaffer
Amy Tillotson
Marie Trower
Derek Wall
Lawrence Washington
Jacob Williams
Yost Zakhary
Justin Zang

Woodway Family Center

Jamie Kent
Sileshi Smith
Will Thomas

**Non-Tobacco
CONDITIONS OF EMPLOYMENT AGREEMENT**

THE STATE OF TEXAS §

COUNTY OF MCLENNAN §

KNOWN ALL MEN BY THESE PRESENT:

THAT, I the undersigned _____, an applicant for the City of Woodway does understand and voluntarily agree as a condition of initial and continued employment by the City of Woodway to the following conditions of employment.

Each employee hired after February 5, 2014, shall be tobacco free upon appointment and throughout their length of service to the City of Woodway.

It is understood that the use of tobacco or tobacco products at any time during my length of service with the City of Woodway is prohibited on or off the City of Woodway property and may result in termination of employment.

IT IS UNDERSTOOD THAT FAILURE TO COMPLY WITH THE AFOREMENTIONED REQUIREMENT OF THE CITY OF WOODWAY DURING MY LENGTH OF SERVICE WITH THE CITY IS STRICTLY PROHIBITED AND MAY RESULT IN NON-DISCIPLINARY TERMINATION OF EMPLOYMENT. I FULLY UNDERSTAND THE ABOVE REQUIREMENT AND I AGREE TO COMPLY FULLY WITH THIS REQUIREMENT. THIS INSTRUMENT IS EXECUTED TO ACKNOWLEDGE MY UNDERSTANDING AND ACCEPTANCE OF THESE CONDITIONS OF EMPLOYMENT.

THE ABOVE REQUIREMENT HAS BEEN FULLY DISCLOSED TO ME DURING THE PRE-HIRE PERIOD, AND I UNDERSTAND THAT MY AGREEMENT TO MEET THE REQUIREMENT IS A PRE-CONDITION TO MY EMPLOYMENT AND CONTINUED EMPLOYMENT WITH THE CITY OF WOODWAY.

Signed this the _____ day of _____ A.D.

Signature _____

Address _____

Telephone _____

THE STATE OF TEXAS §

COUNTY OF MCLENNAN §

BEFORE ME, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared , known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she (strike one) executed the same for the purposes and consideration therein expressed.

Notary Public in and for McLennan County, Texas _____

My Commission Expires: _____



City of Woodway, Texas
Authorization for Release of Confidential Information

I, _____, am applying for a position with the City of Woodway. This City needs to thoroughly investigate my employment background and personal history to evaluate my qualifications to hold the position for which I have applied. It is in the public's interest that all relevant information concerning my personal and employment history be disclosed to the City of Woodway.

I hereby authorize any representative of the City of Woodway bearing this release to obtain any information in your files pertaining to my employment records and I hereby direct you to release such information upon request of the bearer. I do hereby authorize a review of and full disclosure of all records, or any part thereof, concerning myself by and to any duly authorized agent of the City of Woodway, whether said records are of public, private, or confidential nature. The intent of this authorization is to give my consent for full and complete disclosure. I reiterate and emphasize that the intent of pursuing a background investigation that may provide pertinent data for the City of Woodway to consider in determining my suitability for employment. It is my specific intent to provide access to personnel information, however personal or confidential it may appear to be.

I consent to your release of any and all public and private information that you may have concerning me, my work record, my background and reputation, my military service records, educational records, my financial status, my criminal history record, including any arrest records, any information contained in investigatory files, efficiency ratings, complaints or grievances filed by or against me, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest, attendance records, polygraph examinations, and any internal affairs investigations and discipline, including any files which are deemed to be confidential, and/or sealed.

I hereby release you, your organization, and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release you, as the custodian of such records of your organization, including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. I direct you to release such information upon request of the duly accredited representative of the City of Woodway regardless of any agreement I may have made with you previously to the contrary. This Agency requesting the information pursuant to this release will discontinue processing my application if you refuse to disclose the information requested.

For and in consideration of the City of Woodway's acceptance and processing of my application for employment, I agree to hold the City of Woodway, its agents and employees harmless from any and all claims and liability associated with my application for employment or in any way connected with the decision whether or not to employ me with the City of Woodway. I understand that should information of a serious criminal nature surface as a result of this investigation, such information may be turned over to the proper authorities.

I understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access and to disclosure of records, and I waive those rights with the understanding that information furnished will be used by the City of Woodway in conjunction with employment procedures.

A photocopy or FAX copy of this release form will be valid as an original thereof, even though the said photocopy or FAX copy does not contain an original writing of my signature.

This waiver is valid for a period of one (1) year from the date of my signature.

Should there be any questions as to the validity of this release, you may contact me at the address listed on this form.

I agree to indemnify and hold harmless the person to whom this request is presented and his agents and employees, from and against all claims, damages, losses, and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request.

Applicant's Signature Printed Name (include maiden name)

Social Security Number *Date of Birth (month/day/year) Today's Date

Current Address City State Zip code

*Your date of birth is necessary to conduct a criminal background check, and will only be used for that purpose.

DPS Computerized Criminal History (CCH) Verification (AGENCY COPY)

I, _____, have been notified that a Computerized Criminal History
APPLICANT or EMPLOYEE NAME (Please print)
(CCH) verification check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB identifiers I supply.

Because the name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history, the organization conducting the criminal history check for background screening is not allowed to discuss any criminal history record information obtained using the name and DOB method. Therefore, the agency may request that I have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search.

For the fingerprinting process I will be required to submit a full and complete set of my fingerprints for analysis through the Texas Department of Public Safety AFIS (Automated Fingerprint Identification System). I have been made aware that in order to complete this process I must make an appointment with L1 Enrollment Services, submit a full and complete set of my fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$24.95 to the fingerprinting services company, L1 Enrollment Services.

Once this process is completed and the agency receives the data from DPS, the information on my fingerprint criminal history record may be discussed with me.

(This copy must remain on file by your agency. Required for future DPS Audits)

Signature of Applicant or Employee

Date

City of Woodway
Agency Name (Please print)

City Agent
Agency Representative Name (Please print)

Signature of Agency Representative

Date

Please:	
Check and Initial each Applicable Space	
CCH Report Printed:	
YES _____	NO _____ initial
Purpose of CCH: <u>pre-employment screening</u>	
Hire _____	Not Hired _____ initial
Date Printed: _____	_____ initial
Destroyed Date: _____	_____ initial
Retain in your files	