



Dear Applicant,

Thank you for considering the City of Baytown as an employment opportunity. Applications are only accepted for posted positions.

Applicants meeting the required qualifications will be forwarded to the hiring authority. **Applications not meeting the required qualifications will not be processed.** Applicants with preferred qualifications will receive first consideration.

Check list for applicants:

- ✓ Read the complete job posting for the position you are applying for. The job postings are located in the lobby of City Hall. Also, a list of our job vacancies can be reviewed on our web page @ www.baytown.org, on our job line @ 281-420-6551, and on the municipal Channel 16.
- ✓ Be sure you meet all **required qualifications** listed on the job posting.
- ✓ Be sure to include all job posting numbers you are applying for in the upper right hand corner of the first page of the application, or submit a separate application for each job posting.
- ✓ Complete an Applicant Acknowledgement and Authorization form and an Applicant Data Record form which are attached to the application.
- ✓ Submit a completed application and above listed forms to the front desk of City Hall, email to jobs@baytown.org, or fax to 281-420-6586.

We are hiring individuals for a career with the City of Baytown. To select individuals best suited for our positions, a careful review of all qualified candidates is required. This consideration takes time, and we ask you to be patient during the process. If you are not contacted for an interview, the posting has either been cancelled or another applicant has been hired. As Human Resources does not schedule interviews, and due to the volume of applications we receive, we are not able to tell you the status of your application.

We appreciate your interest in employment with the City of Baytown.

Thank you,
Human Resources Department
City of Baytown

City of Baytown Employment Application

The City of Baytown is an Affirmative Action/Equal Opportunity Employer of qualified individuals.

FAILURE TO FULLY FILL OUT THIS FORM OR ATTACH APPLICABLE INFORMATION WILL ELIMINATE YOUR APPLICATION FROM FURTHER CONSIDERATION.

POSTING NUMBER

Located on the bottom left side of the job posting PLEASE INCLUDE ALL JOB POSTING NUMBERS YOU ARE APPLYING FOR:

PERSONAL INFORMATION

NAME (LAST, FIRST, MIDDLE)			E-MAIL ADDRESS		
PRESENT ADDRESS	APT. NO.	CITY	STATE	ZIP	
PHONE NUMBER	ALTERNATE PHONE NUMBER		ARE YOU AUTHORIZED TO WORK IN THE U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO		
DRIVER'S LICENSE NUMBER:		STATE:	CLASS: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C		

POSITION DESIRED

POSITION TITLE		DATE YOU CAN START			
ARE YOU EMPLOYED NOW? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF SO, MAY WE CONTACT YOUR PRESENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	ARE YOU SEEKING		<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal <input type="checkbox"/> Summer	
ARE YOU CURRENTLY EMPLOYED BY THE CITY OF BAYTOWN? <input type="checkbox"/> YES <input type="checkbox"/> NO	DEPARTMENT:	DATES:			
HAVE YOU EVER BEEN EMPLOYED BY THE CITY OF BAYTOWN? <input type="checkbox"/> YES <input type="checkbox"/> NO	DEPARTMENT:	DATES:			
REASON FOR LEAVING					
DO YOU OR YOUR SPOUSE HAVE ANY RELATIVES WORKING FOR THE CITY OF BAYTOWN? <input type="checkbox"/> YES <input type="checkbox"/> NO	NAMES:	RELATIONSHIP:			
WHO REFERRED YOU TO THE CITY OF BAYTOWN? <input type="checkbox"/> Friend <input type="checkbox"/> Website <input type="checkbox"/> Job Line <input type="checkbox"/> Walk In <input type="checkbox"/> Other _____ IF YOU WERE REFERRED BY A CURRENT CITY OF BAYTOWN EMPLOYEE, PLEASE LIST THEIR NAME(S) _____					
Have you ever been convicted or received deferred adjudication for a felony? <input type="checkbox"/> NO <input type="checkbox"/> YES, please explain: _____					
(A criminal record will not necessarily disqualify you from employment. Each case is considered in relationship to the position sought.)					

EDUCATION

SCHOOL LEVEL	NAME AND LOCATION OF SCHOOL	NO. OF HOURS COMPLETED	DID YOU GRADUATE?	DEGREE/TITLE
GED		 		
HIGH SCHOOL		 		
COLLEGE				
TECHNICAL/BUSINESS				

GENERAL SKILLS

OFFICE	<input type="checkbox"/> MS ACCESS	<input type="checkbox"/> MS PUBLISHER	<input type="checkbox"/> OTHER	KEYBOARDING SPEED: _____
	<input type="checkbox"/> MS WORD	<input type="checkbox"/> MS EXCEL	_____	
PUBLIC WORKS	<input type="checkbox"/> MS POWER POINT	<input type="checkbox"/> MS OUTLOOK	_____	
	SURFACE WATER	GR: _____	WASTEWATER COLLECTION	GR: _____
	WASTEWATER TREATMENT	GR: _____	OTHER	GR: _____
	WATER DISTRIBUTION	GR: _____	_____	GR: _____
List <u>CERTIFICATIONS</u> , <u>SKILLS</u> and <u>STRENGTHS</u> that qualify you for this position.	1. _____	3. _____		
	2. _____	4. _____		

Former Employers List below your last three employers, starting with the most recent one first. If additional space is required, list information on a separate page. All information is subject to verification. You must include telephone numbers. **THE INFORMATION BELOW MUST BE COMPLETED IN FULL EVEN IF A RESUME IS ATTACHED.**

Name of Present or Last Employer		
Address, City, State, Zip		
Starting Date	Leave Date	Job Title
Starting Salary or Wage	Final Salary or Wage	Reason For Leaving
Description of Work		
Name, Title, and Contact Number of Supervisor		May We Contact Your Supervisor <input type="checkbox"/> YES <input type="checkbox"/> NO

Name of Present or Last Employer		
Address, City, State, Zip		
Starting Date	Leave Date	Job Title
Starting Salary or Wage	Final Salary or Wage	Reason For Leaving
Description of Work		
Name, Title, and Contact Number of Supervisor		May We Contact Your Supervisor <input type="checkbox"/> YES <input type="checkbox"/> NO

Name of Present or Last Employer		
Address, City, State, Zip		
Starting Date	Leave Date	Job Title
Starting Salary or Wage	Final Salary or Wage	Reason For Leaving
Description of Work		
Name, Title, and Contact Number of Supervisor		May We Contact Your Supervisor <input type="checkbox"/> YES <input type="checkbox"/> NO

REFERENCES WILL BE CHECKED BY CONTACTING YOUR PREVIOUS SUPERVISOR(S) LISTED ABOVE. YOU MUST LIST A NAME AND CONTACT TELEPHONE NUMBER FOR EACH PREVIOUS EMPLOYER.

I certify that all answers given by me are true, accurate and complete. I understand that the falsification, misrepresentation, or omission of facts on this application (or any other accompanying or required documents) will be cause for denial of employment or immediate termination of employment, regardless of when or how discovered. The applicant releases the employer, and all persons and entities who supply the employer with information pertaining to the applicant, from any and all liability, including liability arising from the employer's negligence, arising from the employer's verification of the applicant's prior employment history, criminal record, references and any other background information pertaining to the applicant.

SIGNATURE: _____ **DATE:** _____

The City of Baytown is an "at will" employer as defined by applicable laws. All potential employees are subject to a drug screen and, depending on the position, a driving record check, a criminal history review, a polygraph examination, a credit history check, and a verification of physical and mental capability to perform the essential functions of the job. As a City employee you are required to provide services or perform duties for the benefit of the general public during emergency situations. These may include services or duties different from those performed in the usual course and scope of your job. In the event of an evacuation you may be required to remain to perform needed services.

APPLICANT DATA RECORD

The City of Baytown has made the commitment that all applicants will be treated without regard to race, color, religion, sex, national origin, age, marital status, disability or veteran's status. The following information is required for the purpose of preparing records for the government and other record keeping in connection with government requirements. This portion of the application will not be considered as part of your application and will not be forwarded to the hiring authority. **If hired, this portion will not become part of your personnel file.** We appreciate your assistance in providing the following information.

PERSONAL INFORMATION

NAME (LAST, FIRST, MIDDLE)		SOCIAL SECURITY NUMBER	
HOME PHONE #	WORK PHONE #		DRIVER'S LICENSE NUMBER
DATE OF BIRTH	SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	POSITION APPLIED FOR	

RACE/ETHNIC GROUP

<input type="checkbox"/> BLACK (not of Hispanic origin)	<input type="checkbox"/> AMERICAN INDIAN OR ALASKAN NATIVE	<input type="checkbox"/> ASIAN OR PACIFIC ISLANDER
<input type="checkbox"/> WHITE (not of Hispanic origin)	<input type="checkbox"/> HISPANIC	<input type="checkbox"/> OTHER

MILITARY HISTORY

BRANCH OF SERVICE	DATES SERVED
TYPE OF DISCHARGE	

FAIR CREDIT REPORTING ACT
ACKNOWLEDGEMENT AND AUTHORIZATION
(To be signed by Applicant)

I acknowledge receipt of the Disclosure Statement and the Summary of Your Rights under the Fair Credit Reporting Act and certify that I have read and understand both of these forms.

I am an applicant for employment with the City of Baytown and/or its affiliates (collectively, the "City"). I certify that the information that I have provided to the City both orally and in writing is accurate and complete. I authorize the City and any agent acting on its behalf to obtain consumer reports and investigative consumer reports about me from any consumer reporting agency and to consider such reports when making decisions regarding any aspect of my application for employment and/or continued employment with the City. By this authorization, I understand that the City may confirm the information I have provided and may secure other information from my employers, my references, consumer reporting agencies, and academic institutions. As part of this inquiry, a criminal background check and driving record will be conducted. I, on behalf of myself, my heirs and assigns, release any person, entity, or firm, including the City and any officer, agent or employee acting on its behalf, from any and all liability, now and in the future, arising out of or in connection with the request for, the use of, and disclosure of information about my criminal background and driving records, employment history, academic credentials, qualifications or any other information obtained through a consumer report and or an investigative consumer report. I understand that disclosure of this information to me or to others will be governed by City policy and State law.

This authorization will remain in effect throughout the term of my employment if I am so employed. A copy of this authorization has the same effect as an original.

Signature: _____ Date: _____

Full Name (Printed): _____

Other Last Names Used: _____

Date of Birth: _____ Social Security Number _____

Driver's License Number/State _____

Note: The City has the right to refuse to offer you employment should you decline to authorize a background investigation. If you refuse such investigation, your employment application will be deemed withdrawn.

FAIR CREDIT REPORTING ACT DISCLOSURE STATEMENT

**TO: ALL APPLICANTS FOR EMPLOYMENT:
PLEASE READ CAREFULLY BEFORE SIGNING THE ACKNOWLEDGEMENT AND
AUTHORIZATION PAGE**

Disclosure Statement

You have applied for employment with the City of Baytown and/or its affiliates (collectively the “City”). The City may wish to obtain and use a consumer report or an investigative consumer report from an external consumer-reporting agency for employment purposes, which may include, but are not limited to:

- considering your application for employment;
- making an employment decision whether to offer you employment with the City;
- deciding whether to continue your employment (if you are hired); and
- making other employment-related decisions directly affecting you.

A “consumer-reporting agency” is a person or business that regularly assembles or evaluates consumer credit information on consumers. As an applicant or an employee, you are considered a “consumer” under the Fair Credit Reporting Act.

A “consumer report” may contain information concerning a consumer’s credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics or mode of living. An “investigative consumer report” may contain the same type of information as found in a consumer report; however, such information is obtained through personal interviews with sources such as employers, educators, etc. For employment purposes, such reports may include, but not be limited to, a criminal background check, employment verification, reference checking, driving history records, educational verification, professional credentials, civil litigation records check, military service records, drug tests and information concerning alcohol and controlled substance use.

If the City obtains a “consumer report” or an “investigative consumer report” about you, and if the City considers any information in such reports when making an employment related decision that directly and adversely affects you, you have the right to request disclosure of the nature and scope of the investigative consumer report. You may also have other rights under the Fair Credit reporting Act, a summary of which has been given to you. You can access this summary directly at: <http://www.ftc.gov/bcp/online/pubs/credit/fcrasummary.pdf>.

Para informacion en espanol, visite www.ftc.gov/credit o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT

The Federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identify theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator – GIPSA Washington, DC 20250 202-720-7051