



City of Bunker Hill Village
 11977 Memorial Drive
 Houston, Texas 77024

AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of the City of Bunker Hill Village not to discriminate in its employment and personnel practices based on race, color, creed, religion, gender, age, national origin, or disability. As required by the Immigration and Reform Act of 1986, all persons will be required to show proof of citizenship or right to work in this country if hired.

APPLICATION FOR EMPLOYMENT

Last Name	First	M.I.	Social Security Number
Street Address	City	State	Zip
			Phone # ()
			E-mail address:

EDUCATION / TRAINING

Type of School	Name/Location School	Dates Attended	Diploma/Degree Obtained	Area of Study
High School				
College				
Other Certifications, Education, and Training				

Please list any Software Knowledge, Computer Skills, Technical or Professional Knowledge, or other Special Skills that would support your application:

Do you have a valid Texas Drivers License? _____ Yes _____ No
 Type of License: Class A _____ Class B _____ Class C _____ Drivers License Number: _____

Do you have any type of restriction on your Drivers License? _____
 If so, what type of restriction? _____

EMPLOYMENT EXPERIENCE

Start with your present or last position and work back

Name of Firm/Organization	From (Month & Year)	To (Month & Year)	Salary: Starting : Final:
Street Address	City	State	Phone
Title and Job Duties			
Name and Title of Immediate Supervisor		Reason for Leaving	
Name of Firm/Organization	From (Month & Year)	To (Month & Year)	Salary: Starting: Final:
Street Address	City	State	Phone
Title and Job Duties			
Name and Title of Immediate Supervisor		Reason for Leaving	
Name of Firm/Organization	From (Month & Year)	To (Month & Year)	Salary: Starting: Final:
Street Address	City	State	Phone
Title and Job Duties			
Name and Title of Immediate Supervisor		Reason for Leaving	
<p>Have you ever been convicted of a crime, other than a minor traffic violation? _____Yes ___No_____ (Conviction will not necessarily disqualify an applicant for employment)</p> <p>If yes, list type and date of conviction:</p>			

Are you related within the second degree by affinity (marriage) or the third-degree consanguinity (blood relationship) to the Mayor, any member of the City Council, the City Administrator, or any City of Bunker Hill Village employee?

Yes No If yes, what is the relationship? _____

Have you ever filed an application with the City of Bunker Hill Village before?

Yes No

If yes, for what position and when? _____

Date available for work: _____

Please indicate the desired salary: _____

Have you read the complete job posting? _____

REFERENCES

List three persons to serve as references	
Name	Title
Business / Home Address / Phone	
Name	Title
Business / Home Address / Phone	
Name	Title
Business / Home Address / Phone	

CERTIFICATION

I certify the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand that any false statements made herein will void this application and any actions based on it. I authorize the City of Bunker Hill Village to inquire with my previous employers as to the character of service rendered. I also release the City of Bunker Hill Village to conduct job-related inquiries into my credit history, criminal history, and driving record when deemed necessary.

I understand and agree that my employment is for no definite period of time and that wages, benefits, and conditions of employment can be changed and that I can be terminated at any time.

Applicant's Signature _____ Date _____

Primary Emergency Contact

Name	Contact Information	Relationship
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Secondary Emergency Contact

Name	Contact Information	Relationship
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Submit completed application to Susan Engels, Finance Director
sgrass@bunkerhilltx.gov