



May 6, 2019

Dear Applicant,

Thank you for your interest in the position of **Construction Foreman** with the City of Leon Valley. To ensure the proper processing of your application, the following should be submitted with your completed application:

1. Completed "Notice of Job Requirements";
3. Completed "Information Release Authorization to Obtain Criminal Records";
4. Completed "Authorization to Release Information (Private Person or Organization) to the City of Leon Valley";
5. Completed "Driver's Employment Background" Record;
6. Completed "Authorization to Conduct Reference Check for Commercial Vehicle Drivers" if you have had a CDL within the past three years; and
7. Copies of all certifications, transcripts, and/or licenses you wish to have considered with your application.

Applications that are incomplete and/or do not contain all of the required materials will not be considered further.

Again, thank you for your interest in employment with the City of Leon Valley.

Sincerely,

Crystal Caldera  
Human Resources Director  
6400 El Verde Rd  
Leon Valley, Texas 78238-2399  
210.684.1391 ext 212 phone  
210.684.1515 fax  
[c.caldera@leonvalleytexas.gov](mailto:c.caldera@leonvalleytexas.gov)



## **Construction Foreman**

Under the general direction of the Assistant Director of Public Works, supervises, leads and directs crews in the maintenance, repair, and construction of streets, facilities, drainage systems and alleys; plans and organizes projects; directs personnel and equipment to accomplish assigned work; and performs related work as required.

### **REQUIREMENTS:**

- Minimum of five years of experience in a Public Works or related field
- Minimum of two years supervisory experience
- Must be able to work in all types of weather climates
- Must be able to pass background investigation, physical exam and drug screening.

### **SALARY:**

- Estimated \$50,000-57,000/ year.
- Non-Exempt Position
- 100% Employee Coverage for Health, Dental and Life Insurances
- Participation in the Texas Municipal Retirement System (TMRS) 7% and 2:1 match.

**CLOSING:** All applications or resumes must be submitted to the Human Resources Office no later than 5:00 p.m. on May 20, 2019. Employment applications can be located at [www.leonvalleytexas.gov](http://www.leonvalleytexas.gov) or City Hall located at 6400 El Verde Road, Leon Valley Texas, 78238. AA/EOE/ADA



## APPLICATION FOR EMPLOYMENT

(PLEASE TYPE OR PRINT CLEARLY)

### PERSONAL

Date \_\_\_\_\_ Birth Date: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_

Present address \_\_\_\_\_

Telephone No. (H): \_\_\_\_\_ (W): \_\_\_\_\_ (Mobile): \_\_\_\_\_

Are you legally eligible for employment in the U.S.A.? Yes \_\_\_ No \_\_\_ (Proof of citizenship or immigration status will be required upon employment.)

Are you of the legal age to work? \_\_\_\_\_

Position(s) applied for: **Construction Foreman**

Were you previously employed by us? \_\_\_\_\_ If yes, when? \_\_\_\_\_

Is any additional information relative to your use of another name necessary to enable a check on your work record? If yes, please explain. \_\_\_\_\_

If your application is considered favorably, on what date will you be available for work? \_\_\_\_\_, 2019.

Are there any other experiences, skills, training or qualifications which will be of special benefit in the job for which you are applying? \_\_\_\_\_

### RECORD OF EDUCATION

SCHOOL	NAME AND ADDRESS OF SCHOOL	COURSE OF STUDY	CHECK LAST YEAR COMPLETED				DID YOU GRADUATE ?	LIST DIPLOMA OR DEGREE
			1	2	3	4		
HIGH							<input type="checkbox"/> YES <input type="checkbox"/> NO	
COLLEGE							<input type="checkbox"/> YES <input type="checkbox"/> NO	Credit Hrs Completed:  Degree Obtained:
OTHER							<input type="checkbox"/> YES <input type="checkbox"/> NO	

LIST BELOW **ALL** PRESENT AND PAST EMPLOYMENT, BEGINNING WITH YOUR MOST RECENT. **For additional employer listings, please use separate sheet of paper.**

NAME AND FULL ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		WEEKLY STARTING SALARY	WEEKLY LAST SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR
	MO	YR	MO	YR				
	Job Title: Work Description:							
TELEPHONE:								

NAME AND FULL ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		WEEKLY STARTING SALARY	WEEKLY LAST SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR
	MO	YR	MO	YR				
	Job Title: Work Description:							
TELEPHONE:								

NAME AND FULL ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		WEEKLY STARTING SALARY	WEEKLY LAST SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR
	MO	YR	MO	YR				
	Job Title: Work Description:							
TELEPHONE:								

NAME AND FULL ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		WEEKLY STARTING SALARY	WEEKLY LAST SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR
	MO	YR	MO	YR				
	Job Title: Work Description:							
TELEPHONE:								

I hereby give permission to contact the employers listed above about my prior work experience. \_\_\_\_\_  
Signature

If there is a particular employer(s), you do not wish us to contact, please indicate which one(s). \_\_\_\_\_

Have you ever been discharged or forced to resign for misconduct or unsatisfactory performance from any job? \_\_\_\_ Yes  
No \_\_\_\_ If yes, give the name of the employer in each instance and the reason(s). \_\_\_\_\_

**LIST BELOW PRESENT AND PAST VOLUNTEER POSITIONS AS RELATED TO THE POSITION FOR WHICH YOU ARE APPLYING WITH THE CITY OF LEON VALLEY**

NAME AND FULL ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		REASON FOR LEAVING VOLUNTEER POSITION	NAME OF SUPERVISOR	
	MO	YR	MO	YR			
	Volunteer Job Title						
	Duty Description:						
TELEPHONE:							

NAME AND FULL ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		REASON FOR LEAVING VOLUNTEER POSITION	NAME OF SUPERVISOR	
	MO	YR	MO	YR			
	Volunteer Job Title						
	Duty Description:						
TELEPHONE:							

NAME AND FULL ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		REASON FOR LEAVING VOLUNTEER POSITION	NAME OF SUPERVISOR	
	MO	YR	MO	YR			
	Volunteer Job Title						
	Duty Description:						
TELEPHONE:							

NAME AND FULL ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		REASON FOR LEAVING VOLUNTEER POSITION	NAME OF SUPERVISOR	
	MO	YR	MO	YR			
	Volunteer Job Title						
	Duty Description:						
TELEPHONE:							

**PERSONAL REFERENCES (NO FORMER EMPLOYERS, SUPERVISORS, OR RELATIVES)**

(These individuals should have known you for several years)

NAME & OCCUPATION	FULL MAILING ADDRESS	PHONE NUMBER
		H/Cell: W:
		H/Cell: W:
		H/Cell: W:

### PLEASE READ AND SIGN BELOW

The facts set forth in my application (and accompanying resume, if any) for employment are true and complete. I understand that if employed, any false statement on this application may result in my disqualification or discharge when discovered. I further understand that this application or anything conveyed during an interview is not and is not intended to be a contract of employment, nor does this application obligate the City of Leon Valley in any way if the City decides to employ me. I understand and agree that my employment is at-will and can be terminated by either party with or without notice, at any time, for any reason or no reason. No one other than the City Manager has authority to enter into an agreement for employment for any specified period of time or to make an agreement contrary to the foregoing, and then only in writing by the City Manager.

In making this application for employment I authorize the City of Leon Valley or its designated individuals to make an investigative report whereby information is obtained through personal interviews with my neighbors, friends, or others with whom I am acquainted. This inquiry, if made, may include information as to my character, general reputation, personal characteristics and mode of living. I understand that I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of any such investigative report that is made.

In consideration of my being considered for employment and/or being employed I hereby agree to and submit to physical examinations and tests as may be required by the City, and I do hereby (1) grant release and assign unto the City, all right, title and interest that I may subsequently acquire in all records and reports arising out of or in connection with said examinations and tests and (2) waive all rights to be advised on the content of said records and reports or to receive copies thereof, without the prior written consent of the City.

I also authorize the City of Leon Valley to furnish to any future employer or prospective employer any and all information they may request concerning my application for employment or employment with the City of Leon Valley. I hereby direct the City of Leon Valley to release such information upon request from a bearer of an authorization to release information. This release is executed with the full knowledge and understanding that this information is for the official use of the City of Leon Valley.

I also understand that this application for employment will be kept on file for a period of 6 months from the date of my application. I also understand that if I want to be considered for future employment at the end of this period of time that I will have to file a new application.

I hereby release the City of Leon Valley, as custodian of such records 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 a valid authorization and request for information or any other attempt to comply with it.

\_\_\_\_\_  
Authorizing Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date



## NOTICE OF JOB REQUIREMENTS

The City of Leon Valley requires that each applicant be informed of what is expected of employees in each position with the City. Attached to this notice is a job description for the position of “**Construction Foreman** with the City of Leon Valley, for which you are applying.

The City of Leon Valley is concerned with the safety, health, and well-being of all its employees. The use or misuse of alcohol, drugs, narcotics, and/or controlled substances is inconsistent with this concern and, therefore, the City requires applicants to undergo pre-employment drug screening for drugs and illegal substances. A positive test result will cause rejection of the application, unless there are extenuating circumstances, e.g., medication causing the positive result if the medication is legally prescribed by a physician as part of an approved treatment.

The City of Leon Valley is an at-will employer and does not waive the right, at any time, including in the event the applicant is employed, to discharge the employee at any time, for any reason, with or without notice, and with or without cause.

**I have read the attached job description and understand the City of Leon Valley's policies regarding drug testing and employment-at-will.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## CITY OF LEON VALLEY JOB DESCRIPTION

**JOB TITLE:** Construction Foreman

**DEPARTMENT:** Public Works

**FLSA STATUS:** Non-Exempt

**EFFECTIVE DATE:** October 1, 2015

**JOB SUMMARY:**

Under the general direction of the Assistant Director of Public Works, supervises, leads and directs crews in the maintenance, repair, and construction of streets, facilities, drainage systems and alleys; plans and organizes projects; directs personnel and equipment to accomplish assigned work; and performs related work as required.

**ESSENTIAL JOB FUNCTIONS:**

*Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.*

Supervise, inspect, and participate in all phases of repairs, maintenance, and construction of streets, sidewalks, gutters, and curbs by using overlays, cement, reinforcing steel, asphalt, sand, gravel, and patching compounds;

Directs, supervises, assigns and assists personnel in the performance of assigned tasks ensuring that projects are performed following applicable laws, policies/procedures and safety standards;

Oversees installation of sidewalks and curbs by monitoring workers; removing and replacing cracked and broken sidewalks and curbs, excavating areas, installing forms and placing base materials and re-bar, calculating and ordering concrete or manually mixing concrete using sack cement; pouring , and finishing concrete, and removing forms and restoring area with fresh top soil;

Recommend and assist in safety and job performance training for assigned personnel;

Evaluate performance, counsel, and discipline assigned personnel in accordance with City policies;

Conduct work place and equipment inspections to evaluate the safety of the working environment and ensure that corrective action is taken as needed;

Coordinate work assignments of crew leaders and laborers to ensure that planned tasks are completed in a safe and timely manner and with appropriate equipment;

Provide plans and resource estimates and is responsible for the proper use of equipment and materials on the job site by personnel;

Ensure safety of self and others with proper setup of barricades, cones, and signs during repair and construction work in traffic zones and other work sites;

Use and supervise subordinates' use of grade and volume calculations with a high degree of skill and accuracy;

Read, understand and train others in cut sheet and transit/level use to set grades;

Responsible for using heavy equipment, safely and efficiently maintains municipal properties including clearing drainage ways, mowing grass, providing service to buildings and parks, and vehicles;

Responsible for the efficient and safe operation, care and appearance of assigned equipment and vehicles to include routine inspections of oil, water, fuel, tires, and hydraulic systems, washing and care to ensure vehicles and equipment are in proper working condition;

Assist in ensuring subordinate personnel are adequately trained and instructed in all aspects of their jobs, to include the proper use of equipment;

Safely and skillfully use concrete cutter and breaking equipment, operate a jackhammer, construct concrete forms, perform carpentry work, and pour and finish concrete;

Load and unload materials and equipment;

Grade, maintain, patch, crack seal or resurface streets using hot and/or cold mix;

Flag traffic and work zone safety equipment to include cones, signs, and barricades during roadside repairs;

Maintains sidewalk program by cutting and removing existing sidewalk, hauling away and excavating area, installing forms, base material, and re-bar, calculating and ordering concrete mixing and pouring concrete, removing forms, and restoring area with top soil;

Maintains streets by cutting damaged areas, hauling away material, ordering hot mix asphalt, and pouring and spreading fresh asphalt;

Performs street rehabilitation by grinding street with asphalt zipper, compacting material, spreading tack oil, and overlaying street with hot mix asphalt;

Performs pothole patch by loading bags of cold patch asphalt; pouring cold mix; and raking and compacting material;

Performs crack sealing by loading drums onto flatbed truck, connecting air compressor unit; setting up traffic codes, blowing out street cracks, pouring oil, and removing traffic cones upon completion;

Hear clearly when working around equipment;

Must use all required protective equipment as required by departmental policy or as instructed by supervisor such as hard hats, gloves, chaps, steel toe boots, ear plugs, face shields, etc.;

Work safely in close proximity to high speed vehicle traffic such as medians;

Work in tight or enclosed areas such as trenches or manholes in accordance with safety guidelines;

May be required to operate heavy equipment, if qualified;

May apply herbicides and pesticides, if licensed;

May be required to work in vehicle and equipment maintenance shop;

Must be able to work closely with others as part of a team;

Read and understand written and oral instructions and plans;

Complete all written reports and paperwork promptly, legible, and accurately;

Use good judgment to work safely and use equipment properly;

Use tact, diplomacy, and discretion as required;

Read and converse fluently in English;

Converse effectively with the public and other employees in person and in writing;

Must be able to report to work and remain on duty for the duration of the duty day;

Must be able to attend work regularly and predictably;

May be required to work flexible schedule including possible overtime, to include weekends, holidays and evenings;

Must not pose a threat to the health and safety of self or others;

Must have the ability to establish and maintain effective working relationships with city employees and the public; and

Must have the ability to follow and understand all city policies and instructions given by a supervisor.

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE USED:**

Must be able to use maintainer, front end loader, striper, excavator, graders, jackhammer, pick, axe, bolt cutter, cutting torch, weed eaters, asphalt zipper, concrete cutter, roller, sweeper broom, work truck, dump trucks and other motorized equipment vehicles trench, bob cat, hand saw, skill saw, chain saw, drill press, axe, air compressor and various other power and hand tools; in a safe manner.

**ENVIRONMENTAL FACTORS:**

Must be able to work indoors and outdoors in variable temperatures and weather conditions including heat, cold, temperature swings and inclement weather. Will come in contact with some exposure to dust, chemicals, fumes and loud noises that are routinely encountered in municipal maintenance and construction operations, using proper safety precautions;

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
<b>-Health and Safety Factors-</b>				
Mechanical Hazards			O	
Chemical Hazards			O	
Electrical Hazards			R	
Fire Hazards			R	
Explosives			N	

D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
<b>-Environmental Factors-</b>				
Respiratory Hazards				D
Extreme Temperatures				D
Noise and Vibration				D
Wetness/Humidity				M
Physical Hazards				D

Communicable Diseases	R
Physical Danger or Abuse	R
Inclement Weather	F

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Must be able to lift and carry a minimum of 80 pounds and pull, push or drag up to 150 pounds of equipment; Climb, crawl, kneel, squat, stoop and bend freely when repairing, cleaning or constructing various municipal property. Walks long distances on uneven terrain and hard surfaces. Must be able to maintain all physical demands illustrated in this job description and through the course of employment.

-Physical strength for this position is indicated below with "X"-				
Sedentary	Light	Medium	Heavy X	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

Must be able to sit or stand for extended periods of time while performing various tasks.

C	F	O	R	N
Constantly 2/3 or more of the time.	Frequently From 1/3 to 2/3 of the time.	Occasionally Up to 1/3 of the time.	Rarely Less than 1 hour per week.	Never Never occurs.

*Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.*

-Physical Demand-	-Frequency-	-Brief Description-
Standing	C	around work site, communicating with co-workers
Sitting	F	in work truck, while completing various projects
Walking	C	around work site
Lifting	F	equipment, supplies
Carrying	F	equipment, supplies
Pushing/Pulling	F	equipment, tables and chairs
Reaching	O	for supplies
Fine Dexterity	R	
Kneeling	O	retrieving items from lower shelves/ground
Crouching	O	retrieving items from lower shelves/ground
Crawling	O	inside attics/pipes/ditches, under equipment
Bending	O	making repairs
Twisting	F	getting inside vehicle
Climbing	F	ladders, onto equipment, stairs
Balancing	O	on equipment, on ladders
Vision	C	observing work site
Hearing	C	listening to equipment
Talking	F	communicating with co-workers and public and on telephone
Foot Controls	F	equipment
Other (specified if applicable)		

**JOB REQUIRMENTS:**

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency - A High School diploma or equivalent is required
Experience	Five years' experience in a public works-related field is required
Supervision	Work requires supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.
Human Collaboration Skills	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Freedom to Act	Receives General Direction: The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.
Technical Skills	Standardized Skill Requirements: Work requires the use of standard technical skills appropriate to the work environment of the organization.
Fiscal Responsibility	Position has no fiscal responsibility.
Reading	Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study. Ability to read, understand, and interpret written and oral instructions, work orders and maps (to include Material Safety Data Sheets (MSDS) and operating instructions);
Math	Basic. Ability to accurately perform the four basic arithmetic operations with whole, common and decimal numbers;
Writing	Basic. Ability to accurately complete minor paper work and have a working knowledge of city policies and procedures
Certification & Other Requirements	A valid Texas Motor Vehicles License and the ability to remain eligible to operate a vehicle under the City's driver evaluation program is required; A Texas Class B commercial drivers' license (CDL) is required; upon appointment to this position, individual must obtain a Texas Class A commercial drivers' license (CDL) in order to complete the six-month probationary period. A certified noncommercial applicator's license from the Texas Pest Control Board is desirable.

**PRIMARY WORK LOCATION**

Office Environment		Vehicle	
Warehouse		Outdoors	X
Shop		Other (See Environmental Factors)	
Recreation/Neighborhood Center			



**AUTHORIZATION TO RELEASE INFORMATION  
(PRIVATE PERSON OR ORGANIZATION)  
TO THE CITY OF LEON VALLEY**

**TO WHOM IT MAY CONCERN:**

I, \_\_\_\_\_, an applicant for employment with the City of Leon Valley, hereby authorize you to furnish the City of Leon Valley with any and all information they may request concerning my employment; educational records, including but not limited to academic, achievement, attendance, athletic, personal history, and disciplinary records; juvenile, police, Department of Public Safety driving and court records; military records, for determination of my potential for employment and for eligibility for certain security clearances. I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the official use of the City of Leon Valley. I also understand that neither the City nor its agent shall be violating my right to privacy in any manner and I hereby release them from all liability whatsoever for actions related to this investigation.

I hereby release you, as custodian of such records, any school, college, university, or other educational institution; hospital or other repository of medical records; credit bureau; lending institution; consumer reporting agency; or retail business establishment 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 for information or any other attempt to comply with it.

\_\_\_\_\_  
Authorizing Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date



To Applicant: **READ THIS INTRODUCTION CAREFULLY BEFORE ANSWERING ANY QUESTIONS.**

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, creed, religion, sex, national origin or disability. Federal law also prohibits other types of discrimination such as age and citizenship. The laws of most States also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based upon ancestry, marital status or physical or mental handicap or disability. The Fair Credit Reporting Act imposes restrictions with respect to credit data.

1. How long have you lived at present address? \_\_\_\_\_

2. Previous address \_\_\_\_\_

\_\_\_\_\_

3. How long did you live there? \_\_\_\_\_

4. Are you over the age of eighteen? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, hire is subject to verification that you are of minimum legal age.

5. Have you been bonded? \_\_\_\_\_ If yes, on what jobs? \_\_\_\_\_

6. Have you ever been convicted of a crime, **including** misdemeanors and summary offenses, in the past ten years which has not been annulled or expunged or sealed by a court? \_\_\_\_\_

If yes, describe in full: \_\_\_\_\_

\_\_\_\_\_

7. List any friends or relatives working for us, other than spouse. How do you know them and for how long?

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

8. Will you work overtime if scheduled or requested? \_\_\_\_\_

9. Will you work weekends if scheduled or requested? \_\_\_\_\_

10. Will you be able to get to work on time each day and when called in? \_\_\_\_\_

11. How did you hear about this job opening? \_\_\_\_\_

# INFORMATION RELEASE AUTHORIZATION

## Criminal Background Check

Applicant's Name (Print): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Race: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

I, \_\_\_\_\_, do hereby authorize any law enforcement agency to furnish the City of Leon Valley or its agent information related to my criminal history. I hereby release the City of Leon Valley and all of its agents and employees, the law enforcement agency and all employees of law enforcement agencies furnishing information, from all liability, resulting from the furnishing of this information to the City of Leon Valley. I certify that the statements made by me on this form and on all pages of the City of Leon Valley Employment 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 my consideration for employment/continued employment, and could result in disciplinary action including termination.

Signed \_\_\_\_\_

Date \_\_\_\_\_



**WRITTEN AUTHORIZATION TO OBTAIN CONSUMER  
REPORTS FOR EMPLOYMENT PURPOSES**

TO: The City of Leon Valley

FROM: \_\_\_\_\_  
Printed Name of Applicant for Employment

DATE: \_\_\_\_\_

I, the undersigned, have received from the City of Leon Valley a disclosure to individuals applying for employment with the City of Leon Valley, Texas. I have read the disclosure and I understand its contents. After reading the disclosure, I give my authorization to the City of Leon Valley to obtain consumer reports for employment purposes. I understand that if I become an employee of the City of Leon Valley, this authorization will continue in effect to authorize the City of Leon Valley to periodically obtain reports for employment purposes for the purpose of evaluating me for promotion, reassignment, or retention as an employee.

\_\_\_\_\_  
Signature of Applicant

.....  
**DISCLOSURE TO INDIVIDUALS APPLYING FOR  
EMPLOYMENT WITH THE CITY OF LEON VALLEY, TEXAS**

The City of Leon Valley hereby discloses to you that in connection with your application for employment, upon receipt of your written authorization to do so, it may obtain one or more consumer reports for employment purposes.

If the City of Leon Valley employs you, it may periodically obtain consumer reports for employment purposes, for the purpose of evaluating you for promotion, reassignment, or retention as an employee.

In each case, if information in the report influences the City's decision to deny hiring or promotion, it will provide you with appropriate action disclosures in accordance with Section 604(b)(2)(A) of the Fair Credit Reporting Act complete as of January 7, 2002.

## DRIVER'S EMPLOYMENT BACKGROUND

NAME: \_\_\_\_\_  
LAST, FIRST

SSN: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

PRESENT ADDRESS: \_\_\_\_\_

PREVIOUS ADDRESSES FOR THE LAST THREE (3) YEARS: \_\_\_\_\_

### CURRENT DRIVER'S LICENSES

STATE	LICENSE NO.	TYPE	EXPIRATION

### DRIVING EXPERIENCE

CLASS OF EQUIPMENT	TYPE OF EQUIPMENT (VAN, TANK, FLATBED, ETC.)	DATES OF OPERATION		TOTAL MILES OF OPERATION
		FROM	TO	

### ACCIDENT RECORD FOR PAST FIVE (5) YEARS

(ATTACH AN ADDITIONAL SHEET IF NEEDED)	DATE	NATURE (HEAD ON, ETC.)	NO. OF FATALITIES	NO. OF INJURIES
LAST ACCIDENT				
NEXT PREVIOUS				
NEXT PREVIOUS				

### TRAFFIC CONVICTIONS FOR THE PAST FIVE (5) YEARS (OTHER THAN PARKING VIOLATIONS)

LOCATION (CITY & STATE)	DATE	CHARGE	PENALTY

YES      NO

- A. Have you **ever** been denied a license, permit or privilege to operate a motor vehicle?  
 B. Has any license, permit or privilege to operate a motor vehicle been suspended or

revoked?

When and Why:

IF THE ANSWER TO EITHER "A" OR "B" IS YES, ATTACH A STATEMENT OF EXPLANATION.



## VOLUNTARY DATA RECORD SURVEY

Dear Applicant:

Applicants for positions with the City of Leon Valley are treated equally, without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or disability, or any other legally protected status. At the same time, as an employer with an affirmative action program, the City of Leon Valley complies with government regulations, including affirmative action responsibilities and reports where they apply.

Government agencies periodically require reports on the status of protected employees. The purpose of this Voluntary Data Record is to comply with government record keeping, reporting, and other legal requirements. This data is for statistical analysis with respect to the success of the City of Leon Valley's affirmative action program only.

Completing this Voluntary Data Record Survey is optional. All data records are kept in a confidential file and are not a part of your Application for Employment or Personnel File.

NOTE: THE DECISION TO SUBMIT THIS INFORMATION IS VOLUNTARY.

=====

Date: \_\_\_\_\_

1. Job Title of Position Applied For: \_\_\_\_\_

2. Check One:

Male \_\_\_\_\_

Female \_\_\_\_\_

Age: \_\_\_\_\_

Vietnam Era Veteran: \_\_\_\_\_

Disabled Veteran: \_\_\_\_\_

Disabled: \_\_\_\_\_

3. Check one of the following (ethnic/racial background):

White: \_\_\_\_\_

Hispanic: \_\_\_\_\_

Native American: \_\_\_\_\_

Black: \_\_\_\_\_

Asian/Pacific Islander: \_\_\_\_\_

Other: \_\_\_\_\_