



September 30, 2016

Dear Applicant,

Thank you for your interest in the position of **Fire Chief** 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";
2. Listing of any volunteer work history that pertains to this position;
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. This may include any certification from the Texas Commission on Fire Protection (TCFP); and your Texas Department of State Health Services Paramedic certificate. You may also wish to include any training certificates obtained in the last five years.

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)



## APPLICATION FOR EMPLOYMENT

(PLEASE TYPE OR PRINT CLEARLY)

### PERSONAL

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

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: **Fire Chief**

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? \_\_\_\_\_, 2018.

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 “**Fire Chief**” 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

<b><u>JOB TITLE:</u></b>	Fire Chief
<b><u>DEPARTMENT:</u></b>	Fire Department
<b><u>FLSA STATUS:</u></b>	Exempt
<b><u>EFFECTIVE DATE:</u></b>	August 23, 2018

### **JOB SUMMARY:**

Under general direction of the City Manager the Fire Chief must be dedicated to the stewardship of public safety through fire suppression, fire prevention, fire investigation, and emergency medical and rescue response. This person performs a variety of technical, administrative and supervisory work in planning, organizing directing and implementing fire prevention, suppression and emergency medical services to prevent or minimize the loss of life and property by fire and that there are a variety of housing options available that would allow for immediate presence and response in exigent circumstances; and 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.*

Manage, supervise, and evaluate the activities of the Fire Department its mission and staff;

Direct the administrative and operational activities of the Fire Department including all facets of fire suppression, fire prevention, and emergency medical services to include personnel management, policies, procedures and safety;

Direct and evaluate the activities of the Assistant Fire Chief, and Administrative Clerk;

Direct the City's fire defenses;

Supervise and participate in residential, commercial, industrial and public building inspections;

Investigate fire scenes to determine cause, origin and damage caused by fire or explosions;

Counsel and discipline departmental personnel;

Prepare, file and present written and oral studies, reports, and recommendations as directed by the City Manager and for City, state, and federal officials and organizations;

Ensure that departmental operations are performed in concert with all applicable Federal, State, and local laws, ordinances, codes and the policies/procedures from the City Council and the City Manager;

Responsible for the adoption of fire/medical protocols and ensures all protocol changes are documented and communicated to Fire/EMS personnel;

Manage and monitor the billing/collection procedures for EMS services to insure maximum revenue;

Respond to, and take command of firefighting personnel at major fires and other emergencies;

Serve as the City's Hazardous Communication's Officer;

Direct the maintenance, repair, improvement, and replacement of firefighting and EMS equipment;

Work in and perform rescue and emergency care at hazardous materials scenes, disasters, mass casualty situations, or where weapons of mass destruction have been used or may be present;

Performs rescue or rescue support functions at scenes requiring technical rescue, such as water/swift water rescue, confined space rescue, trench rescue, vehicle extrication, vertical rescue, building collapse, or rescue from other types of entrapment.

Must pass the Annual Physical Agility Test as approved in the department current corresponding SOP;

Represent the City at meetings and functions to promote fire prevention and safety;

Act as official Department representative and provide staff assistance to other City departments, City Manager's Office, elected officials, Court system, and outside agencies; explains and justifies department programs, policies, and activities; and negotiates and resolves sensitive, significant and controversial issues;

Manage and participate in the development, presentation, and administration of the annual Department budget; plan funding for staffing, equipment, materials, supplies, and projects;

Directs the monitoring and approval of expenditures; directs the preparation and implementation of budgetary adjustments as necessary;

Prepare and submit periodic oral and written reports, studies and recommendations to Federal, State, and local agencies, City Council, and the City Manager;

Carries out duties in compliance with and enforces appropriate City ordinances, State and Federal laws, and all written directives;

Make ethical decisions that conform to applicable laws, departmental policy, regulations, etc. without supervision when appropriate;

Work well with the public and coworkers daily, communicating effectively, maintaining alertness, composure, helpful attitude and professionalism in all circumstances, including stress, verbal abuse, criticism, and/or other adverse conditions;

Conduct performance evaluations of Assistant Fire Chief and review all other Fire Department performance evaluations;

Counsel and discipline personnel, addressing grievances, disciplinary actions and appeals and conduct issues of assigned personnel according to City policies;

Make recommendations on recruitment, hiring, promotions, transfers, and terminations;

Communicate effectively and professionally with the supervisors, employees, the public, the media, and officials from other local, state and federal agencies.



Effectively address complaints and inquiries from public and city officials regarding ordinances and status of City Council communications;

Follow a chain of command and instructions, receptive to supervision;

Immediately comprehend and execute orders from a supervisor in emergency situations;

Adapt toward procedures, programs, regular and special assignments;

Operate, use and maintain assigned vehicles and equipment safely and properly, drive safely under adverse conditions (e.g. , rain, snow, sleet, ice, dark etc.); safely engage in high speed driving while responding to calls; operate motor vehicle safely for extended periods of time; and safely work in congested traffic areas in and out of vehicle;

Set up roadblocks appropriately using traffic barriers other than cars, e.g., cones, sawhorses, signs, etc.;

Must use protective equipment appropriately by city and departmental policies;

Acceptably perform duties acceptably after long hours (more than 24) without sleep during emergency situations;

Attend all courts, meetings, and other functions as scheduled and requested;

Work in all weather conditions, inside and outside, in light and/or dark;

Work any day of the week, any hour of the day, extra assignments and be able to respond to situations while on and off duty as directed;

Communicate effectively via radio, telephone, and in person, with citizens, coworkers, supervisors, and instructors, including persons of diverse backgrounds, without bias or prejudice;

Maintain an acceptable physical fitness level, including specific vision abilities required by this job including close vision, distance vision, and the ability to adjust focus, also including hearing abilities to sufficiently and clearly communicate verbally to work safely with others in noisy situations;

Maintain the appropriate uniform;

Search files, assemble information, file and retrieve from file cabinets;

Present written and oral reports;

Assure that operations are performed in concert with all applicable laws, ordinances and policies/procedures of the City and department; and

Fluently read, write and converse in English;

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

Fuel and service Fire vehicles;

Assist in setting up training equipment;

Ability to read, write and communicate effectively in Spanish is desirable;

Ability to think clearly and act effectively in emergency situations, making sound and logical decisions quickly;

Must have ability to exhibit emotional stability and courage to perform hazardous materials, firefighting, EMS and rescue duties under stress;

Good prioritizing and problem solving abilities;

Ability to practice sound safety and work habits;

Must have good prioritizing and problem solving abilities; and

Physical agility and good cognitive abilities are required for successful performance of Essential Functions.

Must not have any history of criminal or improper conduct which may affect suitability for law enforcement work;

Must not have been convicted, placed on deferred adjudication or probation or under indictment for any felony under the laws of Texas, another state or the United States;

Must not have been convicted in the past five years of a misdemeanor offense of the grade of Class A or Class B, or its equivalent for which the punishment could include jail time;

Must not be on probation, community supervision, deferred adjudication or any type of court ordered supervision for any criminal offense;

Must not have engaged in the manufacture or sale of any controlled substance or dangerous drugs, or ever used illegal drugs or substances other than experimentation with marijuana;

Must not have used or consumed intoxicating beverages in an excessive manner and/or have been convicted or placed on probation for DWI or DUID in the past five (5) years;

All other arrests and convictions are evaluated on an individual basis based on the nature and gravity of the offense, time passed since the conviction and/or completion of sentence; and

Any and all prior military service is required to have resulted in at least an under honorable conditions discharge.

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

Effectively and appropriately use vehicles, radio, flashlight, gloves, laptop, climb ladders and work at considerable heights while supported by ladder or ropes; wear/use self-contained breathing apparatus and/or air purifying respirators and other personal protective and chemical protective equipment as required. Working knowledge of the City's financial management software, InCode.

**ENVIRONMENTAL FACTORS:**

Must be able to work indoors and outdoors in variable temperatures and weather conditions including heat, cold, temperature swings and inclement weather. Must be able to drive safely under adverse conditions (e.g. rain, snow, sleet, ice, dark etc.). Will come in contact with some exposure to dust, chemicals, fumes, communicable diseases and loud noises must use proper safety precautions. May work in close/confined spaces safely.

<b>C</b> Continuously	<b>F</b> Frequently	<b>O</b> Occasionally	<b>R</b> Rarely	<b>N</b> Never
<b>-Health and Safety Factors-</b>				
Mechanical Hazards			<b>R</b>	
Chemical Hazards			<b>F</b>	
Electrical Hazards			<b>R</b>	
Fire Hazards			<b>F</b>	
Explosives			<b>O</b>	
Communicable Diseases			<b>F</b>	
Physical Danger or Abuse			<b>F</b>	
Inclement Weather			<b>F</b>	

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

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Must be able to load and unload fire equipment from a vehicle, including lifting objects weighing 100 pounds; Must be able to carry or drag at least 150 pounds of an injured or other persons, carrying victims under adverse conditions, eg. up/down stairs, over rough terrain, out of creeks, etc.; Must be able to walk for short and long distances (more than 1/4 mile). Must be able to climb ladder, and up and down a flight of stairs/steps.

<b>-Physical strength for this position is indicated below with "X"-</b>				
<b>Sedentary</b>	<b>Light</b>	<b>Medium</b>	<b>Heavy X</b>	<b>Very Heavy</b>
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 stand on hard surfaces for long periods of time (more than one hour) and walk long distances on uneven terrain and hard surfaces. Must be able to enter burning building in full gear.

<b>C</b> Constantly 2/3 or more of the time.	<b>F</b> Frequently From 1/3 to 2/3 of the time.	<b>O</b> Occasionally Up to 1/3 of the time.	<b>R</b> Rarely Less than 1 hour per week.	<b>N</b> 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.*

<b>-Physical Demand-</b>	<b>-Frequency-</b>	<b>-Brief Description-</b>
Standing	F	While on a calls or conducting day to day activities
Sitting	C	In Vehicles for extended periods
Walking	C	Around public grounds and scenes
Lifting	F	equipment, injured persons
Carrying	F	equipment, injured persons
Pushing/Pulling	F	equipment, injured persons
Reaching	O	for supplies
Fine Dexterity	O	Computer Keyboard
Kneeling	O	retrieving items from lower shelves/ground
Crouching	O	retrieving items from lower shelves/ground
Crawling	O	inside attics/ditches, in victim assistance
Bending	O	retrieving items from lower shelves/ground
Twisting	F	getting inside vehicle
Climbing	F	Stairs, ladder
Balancing	O	computer screen, driving, observing work site, reading

Vision	C	Driving, observing scene, reading
Hearing	C	Communicating with co-workers and public and on telephone
Talking	F	Communicating with co-workers and public and on telephone
Foot Controls	F	vehicles
Other (specified if applicable)		

**JOB REQUIREMENTS:**

-Description of Minimum Job Requirements-	
Formal Education	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent years of experience.
Experience	Over seven years up to and including nine years.
Supervision	Work requires managing and monitoring work performance of a division including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.
Human Collaboration Skills	Communications and discussions may result in decisions regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.
Freedom to Act	Receives Administrative Direction: The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.
Technical Skills	Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Fiscal Responsibility	Position has major fiscal responsibility. Is responsible for department-wide financial decisions. Assures that appropriate linkages exist between budget requests and departmental goals and objectives. Monitors budget plan, and adjusts as necessary.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Ten years of fire service supervisory experience</li> <li>• Certified Firefighter</li> <li>• Fire Inspector</li> <li>• Fire Investigator</li> <li>• National Registry EMT</li> <li>• A valid Texas Motor Vehicle License and the ability to remain eligible to operate a vehicle under</li> </ul>

the City's driver evaluation program are required

- A Class B -Texas Commercial Driver's License
- Years of experience as a Battalion, Assistant or Deputy Chief or higher may be substituted for basic certification requirements

**Preferred:**

- Bachelor's Degree in Fire Science, emergency services, public administration or related field
- Current Texas Department of State Health Services certification or Texas Paramedic license
- Texas Commission on Law Enforcement Officer Standards and Education - Peace Officer
- A Master Structure Fire Protection Personnel Certification
- T.C.F.P. Fire Officer IV
- Executive Fire Officer from the National Fire Academy
- Any additional certifications in Fire Officer Leadership Development Training and/or related fielded

**PRIMARY WORK LOCATION**

Office Environment	X	Vehicle	
Warehouse		Outdoors	
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 MI

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 <b>ever</b> been denied a license, permit or privilege to operate a motor vehicle?                 | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Has any license, permit or privilege to operate a motor vehicle been suspended or revoked?<br>When and Why: | <input type="checkbox"/> | <input type="checkbox"/> |

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: \_\_\_\_\_