



September 27, 2018

Dear Applicant,

Thank you for your interest in the position of **Business Specialist** 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. Completed "Information Release Authorization to Obtain Criminal Records";
3. Completed "Authorization to Release Information (Private Person or Organization) to the City of Leon Valley";
4. Completed "Written Authorization to Obtain Consumer Reports for Employment Purposes";
5. Completed Driver Background Information; and
6. Your résumé;

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



**“Business Specialist”
City of Leon Valley**

Under the direct supervision of the Planning and Zoning Director, the Business Relations Specialist will serve primarily in the field and will fulfill the following primary objectives:

Assist the business community in obtaining and maintaining compliance with all Codes and Ordinances of the City of Leon Valley, including but not limited to the City’s Zoning Code.

Coordinate the City’s Business Audit Program, which includes on-going inspection of businesses within the City of Leon Valley, to ensure proper Sales Tax licensing and Certification for Occupancy. Serve as a the City’s Sanitarian, which includes the inspection of the City’s food establishments, day cares, amusement centers, and schools as necessary.

Requirements:

- Bachelor's degree from an accredited college or university with at least 30 semester hours in a basic or applied science.

Preferred:

- One to five years of experience in Code Enforcement or One to two years of experience in Health and Sanitation.
- Experience with zoning and/or code interpretation
- Economic Development Certification
- Bilingual

Salary Range and Benefits:

- \$45,000 - \$50,000
- 100% Employee Coverage for Health, Dental and Life Insurances
- Participation in the Texas Municipal Retirement System (TMRS) 6% and 2:1 match
- Possible Four day work week
- Eleven (11) paid holidays per year
- Minimum of seventeen (17) eight-hour days per year of Personal Leave
- Minimum of twelve (12) eight-hour days per year of Major Medical Leave

Closing:

All applications or resumes must be submitted to the Human Resources Office no later than 11:00 a.m. on October 8, 2018. Employment applications are available at the Leon Valley City Hall, 6400 El Verde Leon Valley Texas, 78238 or on the City’s website at www.LeonValleyTexas.gov. AA/EOE/ADA



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: **Business Specialist**

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). _____

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 “**Business Specialist**” 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: Business Relations Specialist

DEPARTMENT: Community Development Department

FLSA STATUS: Exempt

EFFECTIVE DATE: September 27, 2018

JOB SUMMARY:

Under the direct supervision of the Planning and Zoning Director, the Business Relations Specialist will serve primarily in the field and will fulfill the following primary objectives:

1. Assist the business community in obtaining and maintaining compliance with all Codes and Ordinances of the City of Leon Valley, including but not limited to the City's Zoning Code.
2. Coordinate the City's Business Audit Program, which includes on-going inspection of businesses within the City of Leon Valley, to ensure proper Sales Tax licensing and Certification for Occupancy.
3. Serve as a the City's Sanitarian, which includes the inspection of the City's food establishments, day cares, amusement centers, and schools as necessary.

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.

Facilitate efficient business/City relationships by providing assistance to the business community;

Providing technical assistance to the business community in pursuit of furthering the City's economic development policy.

Ability to become licensed as a Texas Commissioned Peace Officer within one-year of beginning date of employment.

Ability to become licensed as Registered Sanitarian by the State of Texas, within one-year of beginning date of employment..

Ensure that departmental operations are performed in concert with all applicable laws, ordinances and policies/procedures from the state and federal government, City Council, and City Manager;

Perform site visits which may involve standing and walking over rough construction sites;

Serve as a long term project manager of special code compliance projects and organize interdepartmental groups to accomplish long term goals in ensuring compliance with the city's codes and ordinances.

Make appropriate judgements based on established policies.

Performs a variety of field and office work in support of the City's local code enforcement program.

Review request for Certificates of Occupancy for compliance with the City's Zoning Code.

Performs inspections and investigations of food establishments and provide information and assistance on health related subjects as requested by citizens and businesses.

Prepares highly technical inspection reports that may include photos, samples, and other exhibits to document inspectional findings using word processing, database, and other computer software.

Participates in available educational programs and training.

Possess knowledge of the theory and practical applications of disciplines to include, but not limited to, microbiology, biology, biochemistry, chemistry, epidemiology, statistics, thermodynamics, nutrition, and food toxicology.

Possess thorough knowledge of State and Federal food safety laws and regulations covering the various types of food industry, food processing, food labeling, and distribution.

Knowledge of the technical aspects of inspections of various types of food establishments and the equipment utilized by these facilities, and the equipment for conducting inspections.

Must have knowledge and skill in selecting, adapting, and applying investigative methods and negotiating techniques in order to conduct complete and professional inspections.

Mature judgment must be used to make decisions in the field and to plan how the investigation should proceed to resolve difficult and sensitive situations.

Must have proficient verbal communication skills and be able to articulate clearly and logically.

Ability to organize and prioritize workload to meet deadlines.

Enforces compliance with State and City regulations and ordinances including those pertaining to zoning, land use, nuisance ordinances, health and sanitation, blight, water restrictions, junked vehicles, solid waste, water well verification, filling of swimming pools with outside water source and other codes as assigned.

Responds to and investigates complaints from citizens, other agencies and departments on alleged violations of City ordinances. Conducts interviews, investigations and provide guidance for resolution of the violation.

Conducts field investigations, inspect properties for violations attempt to make contact at the residence or business in order to resolve violations; issue and post warning notices, notices of violation and related documentation for code violations.

Serve the necessary functions to gain compliance with City Codes and Ordinances including letters, inspections, calls, meetings, discussions and negotiations to ensure compliance with appropriate codes and ordinances.

Maintain accurate documentation and case files on all investigations, inspections, enforcement actions and other job related activities including accurate and detailed information regarding code enforcement activity to substantiate violations; draw diagrams or illustrations as necessary and take photographs.

Patrol assigned area in City vehicle to identify and evaluate problem areas and/or ordinance violations; determine

proper method to resolve violations.

Perform related tasks as instructed by the Director of Community Development or his/her designated representative.

Read and analyze difficult source documents and plans;

Use tact, diplomacy and discretion as required;

Have a working knowledge of the business district to include local businesses, building vacancies, and undeveloped land;

Answer inquiries from public and City officials regarding ordinances and status of City Council communications;

Read, write, and converse fluently in English;

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

Work a flexible schedule to include evenings hours, weekends, and holidays;

Must have the ability to attend work regularly and predictably;

Must have the ability to perform the normal interactive functions of the job, and to withstand the normal stresses of the workplace; and

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

Read, write and understand written instructions, reports, documents, plans and maps;

Must possess a working knowledge of general office equipment, procedures, and operations;

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

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

Must be able to use, telephone, copier, calendar in a safe manner. Proficient with Windows operating environment and Microsoft Word, Excel, and Power Point, and a working knowledge of Access. 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.

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

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

Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Inclement Weather	R

Physical Hazards	M
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OVERALL PHYSICAL STRENGTH DEMANDS:

Must be able to lift and carry a minimum of 20 pounds; climb, kneel, squat, stoop and bend freely. Walk 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	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	O	Site visits and communicating with co-workers
Sitting	C	at desk, while driving
Walking	O	around office environment
Lifting	O	office, supplies
Carrying	O	office supplies
Pushing/Pulling	F	office supplies, office chair file cabinet drawers
Reaching	O	for supplies
Fine Dexterity	F	While working on computer
Kneeling	O	retrieving items from lower shelves/ground
Crouching	O	retrieving items from lower shelves/ground
Crawling	N	
Bending	O	retrieving items from lower shelves/ground
Twisting	O	getting inside vehicle, getting office supplies
Climbing	O	stairs
Balancing	R	While performing everyday task
Vision	C	Viewing computer screen, maps documents
Hearing	C	listening coworkers, residence
Talking	C	communicating with co-workers and public and on telephone
Foot Controls	R	While driving City automobile
Other (specified if applicable)		

JOB REQUIRMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Bachelor's degree from an accredited college or university with at least 30 semester hours in a basic or applied science.
Required Experience	Preferred One to five years of experience in Code Enforcement.
Preferred Experience	Preferred One to two years of experience in Health and Sanitation.
Supervision	Position does not include the supervision of any subordinate staff.
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 Limited Direction: The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.
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 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 at the college level or above; however, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid Texas Motor Vehicle License with the ability to remain eligible to drive under the City's driver evaluation program. Certified Economic Developer professional, code enforcement and health inspector, showing progressive activity in obtaining certifications and completing within three years of hire date.

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 _____

DPS Computerized Criminal History (CCH) Verification

(AGENCY COPY)

I, _____, acknowledge that a Computerized Criminal

APPLICANT or EMPLOYEE NAME (Please print)

History (CCH) check may be performed by accessing the Texas Department of Public Safety Secure Website and may be based on name and DOB identifiers. (This is not a consent form, but serves as information for the applicant.) Authority for this agency to access an individual's criminal history data may be found in Texas Government Code 411; Subchapter F.

Name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history record information (CHRI), therefore the organization conducting the criminal history check is not allowed to discuss with me any CHRI obtained using the name and DOB method. The agency may request that I also have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search.

Only in the case that a fingerprint search is needed:

In order to complete the fingerprint process I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online at [www.txdps.state.tx.us /CrimeRecords/Review of Personal Criminal History](http://www.txdps.state.tx.us/CrimeRecords/ReviewofPersonalCriminalHistory) or by calling the DPS Program Vendor at 1-888-467-2080, submit a full and complete set of fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$25.00 to the fingerprinting services company.

Once this process is completed the information on my fingerprint criminal history record may be discussed with me.

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

Signature of Applicant or Employee (optional)

Date

Agency Name (Please print)

Agency Representative Name (Please print)

Signature of Agency Representative

Date

Please: Check and Initial each Applicable Space	
CCH Report Printed:	
YES _____	NO _____ initial
Purpose of CCH: _____	
Empl ___	Vol/Contractor ___ _____ initial
Date Printed: _____	_____ initial
Destroyed Date: _____	_____ initial
Retain in your files	



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 ever 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?
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: _____