

# APPLICATION FOR EMPLOYMENT

City of Nassau Bay  
18100 Upper Bay Rd., #200  
Nassau Bay TX 77058  
281.333.4211 phone / 281.333.2301 fax  
[www.nassaubay.com](http://www.nassaubay.com)



We are an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including race, color, age sex, religion, disability, or national origin.

## Employment Desired

(PLEASE PRINT CLEARLY)

Position(s) Applied For \_\_\_\_\_ Date of Application \_\_\_\_\_

## Personal Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Address \_\_\_\_\_ Number \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number(s) \_\_\_\_\_ Driver's License Number \_\_\_\_\_ Social Security Number \_\_\_\_\_

## Education

School	Name and Address of School	Course of Study	Years Completed	Diploma / Degree
High School				
Undergraduate College				
Graduate/ Professional				
Other (Specify)				

## General

Special Courses or Training and Dates Completed \_\_\_\_\_

Experience/Skills Related To the Position for Which You Are Applying \_\_\_\_\_

## Office/Secretarial Applications

Skill/Aptitude	Years of Experience	Words Per Minute	Software Used
Typing			
Shorthand			
Word Processing			

List secretarial training courses and dates completed and any other training, which may be helpful in considering your application.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

**Employment History(Start with your present or last job.) Attach pages if necessary.**

Employer	Dates Employed		Briefly Describe Work Performed
Address	From	To	
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Reason for Leaving			

Employer	Dates Employed		Briefly Describe Work Performed
Address	From	To	
Telephone Number(s)	Hourly Rate/Salary		
Starting Job Title	Starting	Final	
Reason for Leaving			

Employer	Dates Employed		Briefly Describe Work Performed
Address	From	To	
Telephone Number(s)	Hourly Rate/Salary		
Starting Job Title	Starting	Final	
Reason for Leaving			

**Other Experience – Attach pages if necessary.**

In this section, list any job experience not listed above that most directly relates to the job for which you are now applying.

Employer	Dates Employed		Briefly Describe Work Performed
Address	From	To	
Telephone Number(s)	Hourly Rate/Salary		
Starting Job Title	Starting	Final	
Reason for Leaving			

**Applicant’s Statement**

I certify that answers given herein are true and complete. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this City is an “at will” nature, which means that the Employee may resign at any time and the City may discharge Employee at any time with or without cause. It is further understood that this “at will” employment relationship may not be changed by any written document or by conduct unless the change is specifically acknowledged in writing by an authorized executive of this City.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Employer.

The City of Nassau Bay maintains a Non-Smoking office policy. Non-smokers will receive preference.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

_____ Signature of Applicant	_____ Date
---------------------------------	---------------