

CITY OF NEDERLAND JOB POSTING

In accordance with the *City of Nederland Personnel Policy*, notice is hereby given that the City of Nederland is now accepting applications for the position of:

Job Title:	Administrative Assistant						
Department:	Public Works/Administration						
City Classification:	Regular Part-Time (20 hours per week – 11 a.m. – 3 p.m. Monday – Thursday)						
FLSA Classification:	Non-Exempt (Hourly)						
Pay Rate:	7-Step Pay Plan (Effective 10/1/2026 – 9/30/2027)						
	Hire	1 Year	2 Years	3 Years	4 Years	5 Years	6 Years
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
	\$22.45	\$23.12	\$24.49	\$25.97	\$27.50	\$29.21	\$30.55
Benefits:	Yes						
Applications Open:	October 1, 2026						
Application Deadline:	First review of applications on Friday, October 9, 2026, and if necessary, reviewed weekly on Fridays thereafter.						
Open To:	The Public						

This position is open to each person who makes proper application and meets all eligibility requirements prescribed by the City of Nederland. A completed application must be received by the Personnel Office no later than the closing date/time listed above. Applications may be picked up in the Personnel Office located at:

City of Nederland Office Building
207 N. 12th Street, P. O. Box 967
Nederland, TX 77627
(409) 723-1501 Telephone, (409) 723-1550 Facsimile

In accordance with the *City of Nederland Substance Abuse Policy*, all applicants are hereby advised:

“Any applicant tentatively selected for this position will be required to submit to testing to screen for illegal drug use prior to employment. Employment in the position will be contingent upon a negative drug test result.”

If this position requires a commercial driver license as described in the *City of Nederland Wage and Position Classification Plan*, the applicant must comply with the Omnibus Transportation Employee Testing Act of 1991.

The City of Nederland strives to provide employment and promotional opportunities based solely on qualifications, skills, and performance, without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, political affiliation, veteran’s status, or any other unlawful basis. The City of Nederland is in compliance with the Americans with Disabilities Act. If you have an established disability as defined in the Americans with Disabilities Act and would like to request a reasonable accommodation when applying, testing, or interviewing for a City of Nederland position, please contact:

Stephanie Gaspard, Human Resources Director
City of Nederland
207 N. 12th Street, P. O. Box 967, Nederland, TX 77627
(409) 723-1501 Telephone, (409) 723-1550 Facsimile

CITY OF NEDERLAND EMPLOYMENT APPLICATION INSTRUCTIONS

— Welcome

Thank you for your interest in employment with the City of Nederland. We would like to take this opportunity to explain our application and hiring process. We encourage you to apply for positions that match your qualifications.

— Job Postings

The City of Nederland Personnel Office posts all job openings. Applications are accepted only for positions that are currently open as posted and are accepted up to the posted closing date and time. It is necessary to submit a separate City of Nederland Employment Application for each position for which you want to be considered for employment. Your education and experience must match the minimum eligibility requirements identified on the posting. All applications are screened for minimum eligibility requirements and other qualification criteria by management. All applicants will receive a letter from the Personnel Office regarding either the qualification or disqualification of their application. Applicants whose applications are qualified will receive a letter containing further instructions regarding the next phase of the process.

— How to Apply

An application may be obtained through the City of Nederland Personnel Office which is located in the City of Nederland Office Building at 207 N. 12th Street, Nederland, Texas 77627 or by visiting the Job Openings page on the City's website at www.ci.nederland.tx.us. To apply for a job, you must complete an application and deliver it by the posted deadline to the City of Nederland Personnel Office, 207 N. 12th Street (or by mail to P. O. Box 967), Nederland, Texas 77627. Applications sent by mail must be received by the posted deadline, regardless of post mark. We can accept applications by e-mail or facsimile however, the last page of the application, "Authorization and Release Form," requires an original signature for our files, so it must be signed manually before it is scanned in to send.

— Employment Application Instructions

A City of Nederland Employment Application must be completed as instructed and received by the Personnel Office by the posted deadline for consideration. Résumés will **not** be accepted in lieu of a completed application, but may be attached. Supporting documentation, such as photocopies of transcripts or certificates, may be included with the application. You may attach additional pages to record additional job histories and other information, if necessary. Please do not bind your application. Applicants must complete all blanks accurately and completely, or enter a notation as to why the blanks are incomplete. Grounds for disqualification include, but are not limited to, the following:

1. Failure to submit application by posted deadline.
2. Failure to follow application instructions.
3. Incomplete applications.
4. Sloppy handwriting, poor spelling, poor grammar.
5. Non-specific educational information.
6. Vague reasons for leaving past jobs.

7. Overly vague/general job duties or job titles.
8. Lack of salary progression.
9. Lack of progression in job duties/responsibilities.
10. Gaps in employment history.
11. Failure to provide complete information on previous employers (or to state why this information is not available).
12. Failure to explain in detail where requested, such as the employment discipline and termination and criminal history sections.
13. Failure to sign the last page of the application packet, "Authorization and Release Form."

— **Selection Process**

Typically, the selection process takes four to six weeks from the closing date, and includes, but is not limited to, the following:

1. Employment Application
Submit a completed City of Nederland Employment Application to the City of Nederland Personnel Department, 207 N. 12th Street (or by mail to P. O. Box 967), Nederland, Texas 77627 by the posted deadline.
2. Written Examination
Selected applicants may be invited to a skills/knowledge (written) examination. Each applicant's grade on the examination will be based on a maximum grade of 100 percent, determined entirely by the correctness of the answers to the questions. A minimum passing grade is 70 percent, and each applicant must pass the examination in order to be placed on the eligibility list. If the examination given contains more than one section, applicants must score a minimum passing grade of 70 percent, based on an average of all sections, to be placed on the eligibility list. This numeric score will be weighted at 40 percent of the total points earned during the hiring process.
3. Oral Interview
Applicants remaining on the eligibility list will be invited to oral interview before an interview panel and given a numeric score based on selected interview questions and criteria set forth by the City. Applicants must meet the minimum passing grade of 70 percent to be placed on the eligibility list. This numeric score is weighted at 60 percent of the total points earned during the selection process.
4. Eligibility List
Once the interview scores have been calculated, a ranking order will be derived. Applicants must meet an overall minimum passing grade of 70 percent to be placed on the eligibility list. The City Manager will determine the life of the eligibility list on a case-by-case basis.

5. Job Offer

A conditional offer of employment will be extended to the top-ranking applicant at the Department Head's recommendation and subject to the City Manager's approval. The City Manager or his/her designee will ensure that the applicant's qualifications match those set forth by the City. The job offer is conditioned upon successful background investigation and successful completion of the remaining phases of the selection process, which includes, but is not limited to, drug and/or alcohol screen, WorkSTEPS physical assessment and medical evaluation. Official job offers are extended only by the Personnel Office.

6. Entitlement to Work

The Immigration Reform and Control Act of 1986 requires that all new employees verify identity and entitlement to work in the United States by providing required documentation.

— **Equal Employment Opportunity**

The City of Nederland is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, national origin, age, disability, sexual orientation, political affiliation, veteran's status or any other unlawful basis. The City of Nederland is in compliance with the Americans with Disabilities Act and will attempt to reasonably accommodate applicants with disabilities upon request. If you need any special accommodations during the employment process, please contact the Personnel Office for assistance at (409) 723-1501.

— **Contact**

Thank you again for your interest in employment with the City of Nederland. If you have any questions or concerns, please contact the Personnel Office at:

Stephanie Gaspard, Human Resources Director
207 N. 12th Street - P. O. Box 967
Nederland, TX 77627
Telephone: (409) 723-1501 - Facsimile: (409) 723-1550
E-mail: sgaspard@ci.nederland.tx.us
Office Hours: 8:00 a.m. - 5:00 p.m., Monday through Friday

THE PROVISIONS OF THIS ANNOUNCEMENT DO NOT CONSTITUTE A CONTRACT, EXPRESSED OR IMPLIED, AND ANY PROVISION CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.

ATTACHMENTS: Job Posting
 Job Description
 Proposed Pay Plan
 Employment Application



Title: Administrative Assistant

FLSA Status: Non-Exempt

BRIEF DESCRIPTION:

Under close supervision, provides administrative support to a department including preparing correspondence and basic reports, maintaining records, coordinating schedules, and providing customer service to staff and the public while supporting efficient daily operations.

ESSENTIAL 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. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary		(L) Light	(M) Medium	(H) Heavy	(V) 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 weights 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 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
#	Code	Essential Functions			
1	S	Serves as the first point of contact for the department in person, by phone, and by email; answers questions, takes messages, directs visitors and calls to the appropriate staff, and provides courteous customer service to the public, contractors, and other City departments.			
2	S	Processes department-specific transactions such as permit issuance, scheduling of inspections, citation entries, public information requests, or service requests; receives payments, reconciles the cash drawer, and prepares daily deposits.			
3	S	Prepares and processes purchase orders, requisitions, and credit card reconciliations for the department; maintains detailed records of purchases, invoices, and supporting documentation.			
4	S	Composes, proofs, and prepares routine correspondence, memos, letters, and notices, including code or compliance letters sent by regular and certified mail; creates and updates documents and forms in accordance with department needs.			
5	L	Maintains physical and digital files in an organized, secure, and easily accessible manner; updates property, case, or other department records with new information and ensures records meet retention requirements.			
6	S	Compiles, generates, and distributes weekly, monthly, and annual department reports from internal systems; verifies data accuracy and assists with state, federal, and intergovernmental reporting requirements.			
7	S	Supports the preparation and execution of board, council, or commission meetings as assigned; prepares meeting packets and agendas, attends meetings, takes notes and minutes, and prepares draft minutes for review.			



(S) Sedentary		(L) Light	(M) Medium	(H) Heavy	(V) 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 weights 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 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
#	Code	Essential Functions			
8	S	Researches information using City permit, records management, and public records systems; assists department staff with property research, public information requests, and case follow-up.			
9	L	Performs other duties as assigned.			

CONDITIONS OF EMPLOYMENT:

Responsible for following all prescribed safety rules and regulations; and utilizing and wearing appropriate safety gear.
Follows and upholds City and departmental rules, regulations, policies and procedures.
Reports to work free from the effects of drugs/controlled substances and/or alcohol, and free from impairment due to prescription drugs.
Maintains regular attendance.
The City reserves the right to require an employee in this position to work overtime including during emergency situations (defined as any natural or man-made disaster that may or may not necessitate the relocation of City personnel or citizens). In the event of an emergency and/or a required evacuation, the incumbent may be required to remain at work to provide needed services or perform essential duties for the benefit of the general public including services or duties different from those performed in the normal course and scope of the position.

JOB REQUIREMENTS:

Description of Minimum Job Requirements	
Formal Education	High school diploma or G.E.D.
Experience	One (1) year of related office support experience.
Supervision	Position has no responsibility for the direction or supervision of others.
Human Collaboration Skills	Communicates respectfully, listens to others, shares relevant information, and cooperates with coworkers to complete assigned tasks and provide responsive service to the public.
Freedom to Act	Makes routine decisions following clearly defined procedures and established guidelines. Exercises basic judgment in selecting methods or tools for assigned tasks; complex issues are referred to higher-level staff.
Fiscal Responsibility	There are no budget or fiscal responsibilities assigned to this position.
Technical Proficiency	Applies working knowledge of technical processes, software, and operational systems to complete varied assignments. Selects



Description of Minimum Job Requirements	
	appropriate tools or technology and resolves routine issues within established guidelines.
Reading Proficiency	Reads policies, procedures, reports, and correspondence. Interprets written information to perform tasks and follow operational guidelines.
Math Proficiency	Uses practical math to calculate totals, percentages, or measurements and apply formulas needed for routine operational tasks or financial transactions.
Writing Proficiency	Writes routine correspondence, reports, and documentation using standard formats and clear language appropriate for internal communication.
Certifications & Other Requirements	None.

OVERALL PHYSICAL STRENGTH DEMANDS:

Physical strength for this position is indicated below with "X"				
(S) Sedentary	(L) Light X	(M) Medium	(H) Heavy	(V) 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 weights 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 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

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

C Continuously 2/3 or more of the time	F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
Physical Demand	Frequency	Brief Description		
Standing	O	Remaining upright on feet to perform job duties, including working at counters, equipment, or job sites		
Sitting	C	Remaining seated while performing tasks such as computer work, meetings, or operating equipment		
Walking	O	Moving about on foot to perform job duties, including traveling within buildings, between work areas, or across work sites		
Lifting	O	Raising or lowering objects from one level to another, including materials, equipment, or supplies		
Carrying	O	Transporting objects by holding or supporting them while moving from one location to another		
Pushing/Pulling	R	Applying force to move objects away from or toward the body, such as moving equipment, carts, tools, or materials		



C Continuously 2/3 or more of the time	F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
Physical Demand	Frequency	Brief Description		
Reaching	O	Extending arms and hands to access objects or equipment at varying heights or distances		
Handling	F	Seizing, holding, or working with hands to manipulate tools, equipment, materials, or documents		
Fine Dexterity	C	Performing precise hand and finger movements such as typing, writing, operating small tools, or handling small objects		
Kneeling	R	Bending legs at the knees to lower the body while working near the ground or low surfaces		
Crouching	R	Lowering the body by bending the legs and spine while maintaining balance to perform tasks near the ground		
Crawling	N	Moving on hands and knees or hands and feet in confined spaces or low areas		
Bending	O	Bending the body at the waist to reach objects or perform tasks at lower levels		
Twisting	O	Rotating the body at the waist or torso while performing work tasks or handling materials		
Climbing	N	Ascending or descending stairs, ladders, ramps, or other elevated surfaces		
Balancing	N	Maintaining body equilibrium to prevent falling when walking, standing, or working on uneven, narrow, or elevated surfaces		
Vision	C	Reading documents, viewing computer screens for extended periods, and observing details in written materials		
Hearing	C	Perceiving sounds to communicate, responding to alarms or equipment signals, and maintaining situational awareness		
Talking	C	Communicating verbally with coworkers, supervisors, and the public in person, by phone, or other communication devices		
Foot Controls	N	Using feet or legs to operate pedals, levers, or other controls while operating vehicles or equipment		
Other (specified if applicable)	N/A	N/A		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Standard office equipment including computer and associated software, multi-line telephone, printer, copier, scanner, and calculator; payment processing terminals, records management and permitting software, and other City enterprise applications.

**ENVIRONMENTAL FACTORS:**

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
Health and Safety Factors				
Mechanical Hazards			N	
Chemical Hazards			N	
Electrical Hazards			N	
Fire Hazards			N	
Explosives			N	
Communicable Diseases			R	
Physical Danger or Abuse			N	
Other (specified):			N/A	

D Daily	W Several times per week	M Several times per month	S Seasonally	N Never
Environmental Factors				
Respiratory Hazards			N	
Extreme Temperatures			N	
Noise and Vibration			N	
Wetness/Humidity			N	
Physical Hazards			N	

PROTECTIVE EQUIPMENT REQUIRED:

Standard office environment requires no routine personal protective equipment.

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
Non-Physical Demands	Description		Frequency
Time Pressure	Performing work within established deadlines or time constraints that may require prioritizing tasks and maintaining productivity		F
Emergency Situations	Responding to urgent or unexpected events that require immediate attention, quick decision-making, or rapid changes in work activities		N
Frequent Change of Tasks	Adjusting work activities regularly based on operational needs, interruptions, or shifting priorities		O
Irregular Work Schedule/Overtime	Working hours that may vary from a standard schedule, including evenings, weekends, holidays, or additional hours as operational needs require		R
Performing Multiple Tasks Simultaneously	Managing several work activities at the same time while maintaining accuracy, efficiency, and attention to detail		F
Working Closely with Others as Part of a Team	Coordinating and collaborating with coworkers, supervisors, and other stakeholders to complete tasks and achieve organizational goals		F
Tedious or Exacting Work	Performing repetitive tasks or work requiring sustained attention to detail and accuracy		F
Noisy/Distracting Environment	Working in an environment where background noise, interruptions, or other distractions may occur while performing job duties		R



F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
Non-Physical Demands		Description	Frequency
Other (specified):		N/A	N/A

PRIMARY WORK LOCATION:

Primary work location for this position is indicated below with "X"			
Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (specified):	



SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and understand the requirements and responsibilities of the position.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.

CITY OF NEDERLAND
PROPOSED PAY PLAN

Job Title:		Administrative Assistant				
FLSA Classification:		Non-exempt (Hourly)				
City Classification:		Regular Part-Time				
BASE SALARY FOR FISCAL YEAR 2026-2027 (effective 10/01/2026)						
New Hire	6 Months	1 Year	2 Year	3 Year	4 Year	5 Year
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
\$22.45	\$23.12	\$24.49	\$25.97	\$27.50	\$29.21	\$30.55

LONGEVITY PAY

Not applicable to this job title.

CERTIFICATE PAY

Not applicable to this job title.

SHIFT DIFFERENTIAL PAY

Not applicable to this job title.

WORK SCHEDULE

This position typically works from 11:00 a.m. until 3:00 p.m., Monday through Thursday.
This position occasionally fills in when shorthanded due to vacation or extended sick leave.
The total number of hours worked will not exceed 1,000 hours per year in accordance with the City's Personnel Policy.

BENEFITS

This position is classified as Non-Exempt (Hourly) in accordance with the Fair Labor Standards Act (FLSA). This position is classified as Regular Part-Time in accordance with the City's Personnel Policy. City policy states that Regular Part-Time employees are ineligible for benefits, including but not limited to, insurance, retirement and paid leave. Regular Part-Time employees do not accrue any seniority, nor is any promise of promotion or future permanent employment made or implied.

CITY OF NEDERLAND
EMPLOYMENT APPLICATION (REV. 10/2023)

City of Nederland Personnel Department
P. O. Box 967, 207 N. 12th Street
Nederland, TX 77627
Telephone: (409) 723-1501

DISTRIBUTION

☐ Dept. Head
☐ Supervisor

Equal access to programs, services, and employment is available to all persons.

Those applicants requiring reasonable accommodation to the employment process should notify the Personnel Office.

ESSENTIAL SERVICES POLICY NOTICE

All Regular Full-Time positions require incumbents in the course and scope of their employment to provide services for the benefit of the general public during emergency situations that threaten the safety of Nederland's citizens. Without an approved waiver, employees are required to work immediately before, during, or immediately after an emergency.

Position applied for: Administrative Assistant - Public Works (Part-Time) Posting date: October 1, 2026

Referral source: ☐ -City web-site ☐ -Texas Workforce Commission ☐ -Referred by City employee
☐ -City bulletin board ☐ -Other Name of source, if applicable: _____

Last Name (Indicate Jr., Sr., III) First Name Middle Name

If ever known/identified by any other name(s), please list full name(s):

Mailing address: Street or PO Box City State Zip

Physical address: Street City State Zip

Telephone numbers: Residence-() Cell-()

In supporting our effort to go paperless, please list an email address in this section that all correspondence regarding this job opening can be sent to. All contact regarding testing, interviews, etc. will be emailed unless you request otherwise.

☐ I would like all correspondence to be sent to the email address listed below:

Email address:

☐ I do not have internet access and/or do not regularly use email as a form of communication. Please send all correspondence via US mail to the mailing address listed above.

Type of employment desired: ☐ -Full time ☐ -Part time ☐ -Temporary ☐ -Internship

Have you submitted an application here before? If yes, give approximate dates. ☐ -Yes ☐ -No

Have you previously worked for the City of Nederland? If yes, where and when? ☐ -Yes ☐ -No

Are you related to any member of City Council or any person now employed by the City of Nederland? If yes, please list their names and relationship. ☐ -Yes ☐ -No

Earliest date you would be available to begin duty, if selected: _____

What is the best number to reach you and what is the best time to call?
() _____ - _____, extension _____. Best time: _____ ☐ -Yes ☐ -No

What is your current availability for work?

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

EMPLOYMENT DISCIPLINE AND TERMINATION If yes to any of the below, explain in detail on a separate page. Include employer, date of action, circumstances, etc. Be specific.				
Have you ever been subjected to any type of disciplinary action at work?				[]-Yes []-No
Have you ever been subjected to any type of investigation for disciplinary or internal employment reasons?				[]-Yes []-No
Has it ever been suggested to you, or have you ever been asked to resign, from any position of employment?				[]-Yes []-No
Have you ever resigned from any position or employment while under investigation or after being notified that an investigation was contemplated?				[]-Yes []-No
Have you ever been fired or told that you were going to be fired?				[]-Yes []-No
CRIMINAL HISTORY				
Have you ever been convicted of a misdemeanor (higher than Class C) or felony? If yes , describe in full on a separate sheet of paper, including dates, criminal offenses, location (city and state), and disposition.				[]-Yes []-No
Have you ever pled guilty to, received probation, deferred adjudication, or been placed on any form of diversion for any criminal offense (misdemeanors and felonies)? If yes , describe in full, including dates, criminal offenses, location (city and state), and disposition.				[]-Yes []-No
Are you currently serving probation, deferred adjudication, or any form of diversion for any criminal offense? If yes , describe in full on a separate sheet, including criminal offense(s), current status, expected date of completion, and the name(s) and telephone number(s) of the probation officer or other person(s) to whom you report while on probation, deferred adjudication, or other form of diversion.				[]-Yes []-No
Have you ever applied for a concealed handgun permit? If yes, was the permit granted or denied? If denied , describe the reason for denial in full on a separate sheet of paper.				[]-Yes []-No
Have you ever been charged or convicted for a violation relating to concealed handguns? If yes , describe in full on a separate sheet.				[]-Yes []-No
EDUCATION AND TRAINING. Copies of transcripts and/or certificates/degrees received from formal education or training must be submitted if required for the job as stated in job description.				
High School or GED?	Completed?	School or Program Name	City, State	Highest Grade Completed
[] High School [] GED	[]-Yes []-No			
Education	Graduated?	School Name	Major Areas of Study	Hours completed or Degree or Certificate received
College/University	[]-Yes []-No			
Graduate School	[]-Yes []-No			
Business/Technical	[]-Yes []-No			
Special Courses	[]-Yes []-No			
CURRENT LICENSES/CERTIFICATIONS/REGISTRATIONS				
Type		Number	State	Expiration
Drivers: []-Class C []-Class A CDL []-Class B CDL []-Other: _____				
What special endorsements or restrictions do you have on your CDL license? (If applicable): _____ _____ _____ _____				

Skills and Qualifications - List skills and qualifications you possess that are applicable to this position:			
ASSOCIATIONS AND OFFICES HELD List professional, trade, business, or civic associations/organizations and any offices held. <i>Exclude</i> memberships which would reveal sex, race, religion, national origin, age, color, disability, or any other similarly protected status.			
Dates	Association/Organization	Membership, Offices Held	
ACCOMPLISHMENTS List special accomplishments, publications, awards, etc.. <i>Exclude</i> information which would reveal sex, race, religion, national origin, age, color, disability, or any other similarly protected status.			
INTEREST IN THIS POSITION Please state why are you interested in this position and your reason for wanting to leave your current employer.			
ADDITIONAL INFORMATION List any additional information you wish to be considered.			
REFERENCES List three business/work references who are not related to you and are <u>not</u> previous supervisors. If not applicable, list three school or personal references who are not related to you.			
Name	Telephone	Describe Affiliation	Years Known
	()		
	()		
	()		

UNEMPLOYMENT PERIODS. Please explain any periods of unemployment.

From	To	Reason

EMPLOYMENT HISTORY Provide the following information for your past and current employers, assignments, or volunteer activities **starting with your most recent employer**. Use additional sheets if necessary. This information is subject to verification, so please provide complete information.

[illegible]

AUTHORIZATION AND RELEASE FORM

I understand this application is current for this selection process only. At the conclusion of this selection process, this application will become inactive. When a future vacancy arises, and if I wish to be considered for employment, it will be necessary for me to fill out a new application. Applications submitted after the posted deadline will not be accepted.

I understand the City of Nederland, hereinafter referred to as "the City", does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, State, or Federal law.

I understand it is the City's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA. Applicants may be required to perform particular job functions as a part of the testing procedure in accordance with the selection procedures designated for particular job titles. The demonstration tests will be required of all applicants for the particular job, without exception. Applicants are to notify the City in advance of any reasonable accommodation necessary to perform job functions or tests.

I understand that in accordance with the City of Nederland Substance Abuse Policy that any applicant tentatively selected for this position will be required to submit to pre-job offer testing to screen for substance and/or alcohol abuse prior to employment, and that employment in the position will be contingent upon a negative test result. I understand that failing the substance and/or alcohol screen will eliminate me from being considered for this position and any other position with the City for a one year period.

I understand that if I am hired for a position requiring a commercial drivers license, I must comply with the Omnibus Transportation Employee Testing Act of 1991.

I understand that if I am made a tentative offer of employment, my employment is contingent upon successful completion of a post conditional job offer fitness for duty examination and/or medical examination.

I understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

I understand that all Regular Full-Time positions require incumbents in the course and scope of their employment to provide services for the benefit of the general public during emergency situations that threaten the safety of Nederland's citizens. Without an approved waiver, employees are required to work immediately before, during, or immediately after an emergency.

I understand that the information given in the employment process may be investigated and inquiries will be made concerning my employment, education, criminal history, driving records, and other related matters. I give the City the right to contact and obtain information from all references, employers, educational institutions, and government agencies and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the City and its representatives for seeking, gathering, and using such information and all other persons, corporations, agencies, or organizations for furnishing such information. Accordingly, I hereby authorize all current and former employers, and all other public and private concerns, including (but not limited to) consumer reporting agencies and similar entities, to release any and all information maintained by any such employer, concern, agency, or entity concerning my personal history. I understand if employment with the City is denied wholly or partly because of information contained in a consumer report obtained from

a consumer reporting (or similar) agency, that I will be entitled to receive from the City only the name and address of the consumer reporting agency or agencies from which the report was obtained.

In consideration of the City's acceptance and consideration of any application for employment, I hereby, and by these presents do for my heirs, agents, executors, administrators, and assigns, release and forever discharge the City and all affiliated entities from all claims, demands, damages, actions, and causes of action pertaining to or arising out of the City's consideration for my application for employment and use, so long as not malicious, of all information obtained in the course or as a result of all inquiries made into my personal history, and release and forever discharge all former employers from all liability arising out of disclosure to the City of information pertaining to my personal history.

I understand that the City is an employment-at-will employer, in that, either I or the City may terminate my employment at any time for any or no reason subject to applicable state or federal law. I understand that if I am hired, I am free to resign at any time, with or without cause and without prior notice, and the City reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the City, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.

I understand that my application is subject to the Texas Public Information Act and may be released as a public document. I understand that this application is the property of the City and will become a part of my personnel file if I am hired.

I understand that any falsification, willful omission or deception made in connection with the employment process shall be sufficient cause for refusal of employment or dismissal whenever it is discovered.

I certify that all statements made herein or elsewhere in connection with my application for employment are true and correct. I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant

Date Signed

Print Name