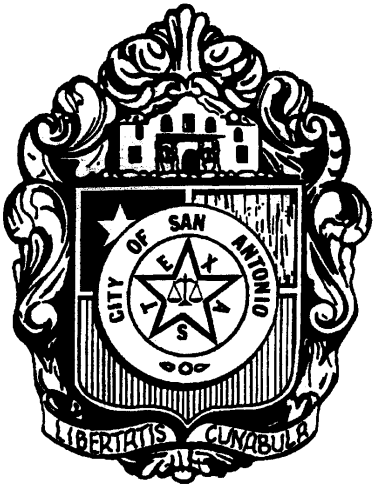
City of San Antonio

Application for Employment



111 Plaza de Armas
San Antonio, Texas 78205

Mailing Address: P.O. Box 839966
San Antonio, Texas 78283-3966

Office: (210) 207-8108
Job Line: (210) 207-7280
TTY: (210) 207-4235

Internet: http://www.sanantonio.gov

Equal Opportunity/Affirmative Action Employer

City of San Antonio
Application for Employment

All paper applications will be entered into to the HR system by a Human Resource Administrator. The City of San Antonio is not responsible for errors regarding the data entry of a paper application. You are welcome to visit www.sanantonio.gov to complete an on-line application that will automatically be entered into the system. Data may be abbrevated or shortened where necessary. Please make note of character limitations. Your application will be processed approximately 3 business days after the close of the positions. Applications must provide for post mark prior to the close date and received with in 3 business days after close date.

1. Are you currently an employee of The City of San Antonio? ☐ Yes or ☐ No

2. Job Title

3. Job Number

4. Department

5. Classification
☐ Classified
☐ Non Classified

7. Applicant Type:
☐ 01 - Not Currently a City Employee
☐ 02 - Currently a City Employee
☐ 07 - Applicant for Temporary Employment
☐ 08 - Previous City Employee left before May 2004
☐ 09 - Previous City Employee left after May 2004

[redacted]

Personal Information

10. Title (Optional)
☐ Mr.
☐ Mrs.
☐ Ms
☐ Miss
☐ Ph.D

11. Last Name

12 First Name

13 Middle

14. SSN -

15 Street Address:

Apt No.

16 City

17. State

18. Zip

19 Country
☐ US - US
☐ MX - Mexico
☐ CA - Canada
☐ OT - Other

20 Primary Phone -

21. Email Address:

22. Qualifications

Computer Skills

Microsoft Word		Years	Microsoft Frontpage		Years
Microsoft Access		Years	Microsoft Project		Years
Microsoft Power Point		Years	Microsoft NetMeeting		Years
Microsoft Outlook		Years	Microsoft Internet Explorer		Years
Crystal Reports		Years	Adobe Acrobat		Years

OT - Other

23. High School Education

☐ 9th ☐ 10th ☐ 11th ☐ 12th ☐ High School Graduate ☐ GED

Name of High School Attended:

Country:
☐ US - USA
☐ MX- Mexico
☐ CA- Canada
☐ OT- Other

From M M Y Y To M M Y Y

College Education

24. Name of College Attended:

From M M Y Y To M M Y Y

25. Major:

26. Number of Hours or Semesters Completed. ☐ Hours ☐ Semesters

27. Year Graduated M M Y Y

28. Associates ☐ Bachelors ☐ Masters ☐ Ph.D ☐

24. Name of College Attended:

From M M Y Y To M M Y Y

25. Major:

26. Number of Hours or Semesters Completed. ☐ Hours ☐ Semesters

27. Year Graduated M M Y Y

28. Associates ☐ Bachelors ☐ Masters ☐ Ph.D ☐

24. Name of College Attended:

From M M Y Y To M M Y Y

25. Major:

26. Number of Hours or Semesters Completed. ☐ Hours ☐ Semesters

27. Year Graduated M M Y Y

28. Associates ☐ Bachelors ☐ Masters ☐ Ph.D ☐

29. Languages

Chinese	Read ☐	Write ☐	Speak ☐
French	Read ☐	Write ☐	Speak ☐
German	Read ☐	Write ☐	Speak ☐
Hebrew	Read ☐	Write ☐	Speak ☐
Hindi	Read ☐	Write ☐	Speak ☐
Italian	Read ☐	Write ☐	Speak ☐
Japanese	Read ☐	Write ☐	Speak ☐
Russian	Read ☐	Write ☐	Speak ☐
Spanish	Read ☐	Write ☐	Speak ☐
Swahili	Read ☐	Write ☐	Speak ☐
Other Foreign Language	Read ☐	Write ☐	Speak ☐
Sign Language	Read ☐	Write ☐	Speak ☐

30. If the job for which you are applying requires driving, please answer the following questions:

Driver's License # _____ Type: ☐ CDL ☐ Regular Class: ☐ Class A ☐ Class B ☐ Class C ☐ Class M State ☐☐

Expiration date ☐☐☐☐☐☐ M M Y Y Y Y

Endorsements: _____ Restrictions: _____

Country: US - USA MX- Mexico CA- Canada ☐ OT- Other

31. List all Professional Licenses, Certificates:

33. List all moving violation convictions within the last five years.

Date MM/YY	City	Country	State	Description

32. Have you ever been convicted of a misdemeanor (other than traffic violations) or felony? ☐ Yes or ☐ No

If you checked Yes, Please list any and all convictions.

Type of Offense	Date MM/YY	City	Country	State	Action Taken

34. Have you ever been employed by the City of San Antonio? ☐ Yes or ☐ No

Department: Start ☐☐☐☐ M M Y Y End ☐☐☐☐ M M Y Y

35. Do you have any relatives (by blood or marriage) working for the City of San Antonio? ☐ Yes or ☐ No

Name	Department	Relationship

36. Involuntary Terminations

Has your employment ever been involuntarily terminated or have you ever resigned to avoid discharge (for any reason except lack of work) within the past ten years? ☐ Yes or ☐ No

If yes, list name and address of employer and date and reason for discharge/resignation.

Employer

Street Address

City State ☐☐ Zip ☐☐☐☐☐ Country ☐☐

Reason: (limited to 250 Characters)

37. Previous Employment

Start M M Y Y End M M Y Y

Job Title

Monthly Salary

Supervisors Name

Phone Number - -

Employer

Street Address

City State

Zip Country

May we contact your supervisor? ☐ Yes or ☐ No

Duties: (limited to 350 Characters)

Reasons for Leaving: (limited to 250 characters)

Start M M Y Y End M M Y Y

Job Title

Monthly Salary

Supervisors Name

Phone Number - -

Employer

Street Address

City State

Zip Country

May we contact your supervisor? ☐ Yes or ☐ No

Duties: (limited to 350 Characters)

Reasons for Leaving: (limited to 250 characters)

Start M M Y Y End M M Y Y

Job Title

Monthly Salary

Supervisors Name

Phone Number - -

Employer

Street Address

City State

Zip Country

May we contact your supervisor? ☐ Yes or ☐ No

Duties: (limited to 350 Characters)

Reasons for Leaving: (limited to 250 characters)

If any of the positions you are applying for are temporary positions, you must read the "Temporary Employment Information".

Temporary Employment Information

Temporary employees are unclassified employees hired by the City to fill positions where the needs of the City do not warrant a permanent full-time employee. A temporary employee's appointment(s) is for a definite period of time and shall not exceed 960 hours in a fiscal year except:

1. An on-call position, requiring an employee to work on an on-going basis but only as needed and as available on a non-consecutive basis;
2. A position resulting from participation in a federally or state funded program that provides support services to include job training;
3. A cooperative work-study program with an educational institution;
4. An intern position hired to develop job skills in preparing for entry into the workforce while enrolled in an educational institution;
5. A Summer Youth Program.

Temporary employees are not entitled to any civil service benefits, health benefits or other City benefits or incentives unless mandated by Federal or State Law.
The City of San Antonio may terminate the employment relationship with any temporary employee(s) at any time.
Upon hire, you will be provided with a copy of the Administrative Directive governing Temporary Employment Status.

My electronic signature below indicates that I have read and understand the Temporary Employment Information stated above.

CERTIFICATION

I certify that the answers given by me to the foregoing questions and statements are true and correct without consequential omissions of any kind. I authorize the City of San Antonio to conduct a background check pertaining to my suitability for employment which may include a criminal history check and medical evaluation. I hereby release said companies, schools or persons from all liability for any damage of issuing this information. I understand and agree that any misleading or incorrect statements or omissions may render this application void, and if employed, would be cause for termination and this employer shall not be liable in any respect for such action or termination. As an applicant for employment with the City of San Antonio, I understand that, if hired, I must comply with the employee Drug and Alcohol Policy and the Immigration Reform and Control Act of 1986, which requires proof of employment eligibility. Additionally, I agree to submit to a pre-employment drug screening test if requested or required by the City of San Antonio and understand that my application will not be processed if I fail to do so.

Signature: _____	Date: _____

Equal Opportunity / Affirmative Action Survey. Completion of this section is voluntary.

FEDERAL AND STATE LAWS PROHIBIT DISCRIMINATION BECAUSE OF RACE, RELIGION, COLOR, AGE, SEX, NATIONAL ORIGIN, ANCESTRY, POLITICAL BELIEF, OR DISABILITY

The City of San Antonio Requests the following information to help comply with government record keeping and reporting in connection with our affirmative action activities. This confidential form will be detached from your application before being forwarded to hiring officials. This information will have no bearing upon the process of considering you for employment.

38. ☐ YES, I am at least 40 years old ☐ NO, I am not at least 40 years old

39. Female ☐ Male ☐ Undisclosed ☐

41. Ethnicity:
- ☐ Hispanic
- ☐ Non-Minority
- ☐ Other
- ☐ Asian or Pacific Islander
- ☐ African American
- ☐ American Indian/Alaskan Native

40. Job Advertisement

How did you learn about this job?
- ☐ 01 = City employee
- ☐ 02 = Came on my own
- ☐ 03 = City advertisement
- ☐ 04 = City recruitment officer
- ☐ 05 = Another government agency
- ☐ 06 = Placement officer at my school
- ☐ 07 = Internet
- ☐ 08 = Television
- ☐ 09 = Newspaper
- ☐ 10 = City Job Line
- ☐ 11 = Private employment agency
- ☐ 12 = Other

Additional Applicant Information

42. Military: ☐ Yes or No ☐ From M M Y Y To M M Y Y

43 Branch:
- ☐ Army
- ☐ Air Force
- ☐ Navy
- ☐ Marines

44 Type of discharge:

45. Highest Rank:

46 Military Status: ☐ (00) None ☐ (01) Active Reserves ☐ (02) Inactive Reserves

47 Veteran Status: ☐ Yes or ☐ No

48. Disability: ☐ Yes or ☐ No

49. Do you require reasonable accommodation in connection with the application?: ☐ Yes or ☐ No