



**APPLICATION FOR EMPLOYMENT**

**Equal Opportunity Employer.** It is the policy of North Plains Groundwater Conservation District (“NPGCD”) to abide by all Federal and State laws prohibiting employment discrimination solely on the basis of a person’s race, color, creed, national origin, religion, age, sex, marital status or physical or mental ability, except where a reasonable, bona fide occupational qualification exists.

Date of Application: \_\_\_\_\_ Position Applying for: \_\_\_\_\_

**REFERRAL SOURCE:**

- Advertisement     
  Private     
  Employment Agency     
  Government Employment Agency  
 Other     
  Walk-In     
  Social Media     
  College Job Board  
 Employee Referral: \_\_\_\_\_

Name and Address	
Name (First, MI, Last)	Social Security Number
Mailing Address	Physical Address (if different than mailing)
City, State, and Zip Code	
Mobile Phone	Alternate Phone
If under 18, please list age	Email
Driver’s License Number	State Issued

Job Type		
I am seeking a:	<input type="checkbox"/> Full-time job	<input type="checkbox"/> Part-time job
How many hours can you work weekly?	Date available to begin?	Minimum Salary Requirement

Additional Information		
I certify that I am a U.S. citizen, permanent resident, or a foreign national with authorization to work in the United States and I can provide proof of eligibility to work in the United States.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever worked here before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Education**

School	Location (mailing address)	Years Completed	Major	Degree or Diploma
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**High School**

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**College or Business/Trade School**


**Military**

Have you even been in the Armed Forces?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date entered
Are you now a member of the National Guard?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Discharge date

**Additional Skills**

Special Skills that we should consider:

## Work Experience

*Please list ALL work experience beginning with your most recent job held. Attach additional sheets if necessary.*

Company	Name of last supervisor	Hrs/week
Address	Start Date	Starting Salary
City, State, and Zip Code	End Date	Final Salary
Phone number	Your last job title	

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

May we contact this employer? (choose one)

Yes

No

Company	Name of last supervisor	Hrs/week
Address	Start Date	Starting Salary
City, State, and Zip Code	End Date	Final Salary
Phone number	Your last job title	

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

May we contact this employer? (choose one)

Yes

No

Do you have any commitments to any other employer that may affect your employment with NPGCD?

Yes     No

### Work Experience (continued)

Please list any other jobs or experience that would be pertinent or relevant to the position you are applying for on an additional sheet of paper

### References

*Please include name, phone number, and circumstances of your acquaintance. Exclude relatives and former employers.*

1.

2.

3.

#### **PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING:**

I understand that if I am hired, it will be at the discretion of the General Manager of the NPGCD. I understand that employment with the NPGCD is "AT-WILL" which means that the NPGCD has no obligation to continue to employ me in the future. I further understand that no person other than the General Manager has any authority to alter an employee's at-will relationship with the NPGCD and that any such alteration must be in writing and signed by the General Manager or it is not binding upon the NPGCD.

I certify that I have made no misrepresentation in this application, and I have not withheld information in my statements and answers to questions. I hereby authorize the NPGCD to investigate and verify any representations made by me, either orally or in writing. I hereby release the NPGCD, and any individual who provides or obtains information pursuant to this authorization, from any and all liability for damages of any kind which may result to me because of compliance, or attempts to comply, with this authorization. I am also aware that my application may be subject to the Texas Public Information Act and may be released as a public document. I also understand that this application is the property of the NPGCD and will become a part of my personnel file if I am hired.

I hereby authorize NPGCD now, or at any time while I am employed at NPGCD, to obtain an investigative consumer report on me and/or a Motor Vehicle Report (MVR), as applicable. This authorization does not include the release of my medical information.

I understand that any offer of employment is contingent upon my completing the Immigration and Naturalization Service Employment Eligibility Verification (Form I-9) and providing documents to verify my identity and employment eligibility as required by law. When completing the Form I-9, I will be required to attest that I am a citizen or national of the U.S., a lawful Permanent Resident or an alien authorized to work.

Signature

Date

**NPGCD Office Use Only**

Manager Reviewed Signature:

Date Application Received: