



City of Beeville

Department of Human Resources

EMPLOYMENT APPLICATION

An Equal Opportunity Employer

Applications are accepted for posted positions only. Please print clearly or complete electronically.

Position Title Applied For

Date of Application

Department / Division

Job Posting / Requisition Number

• SECTION 1 — APPLICANT INFORMATION

Last Name

First Name

Middle Initial

Street Address

City

State

ZIP Code

Primary Phone

Alternate Phone

Email Address

Preferred Contact Method: Phone Call Text Message Email

• SECTION 2 — POSITION INFORMATION

Position Applied For _____ Department _____

Date Available to Begin Work _____ Desired Salary / Pay Range _____

Employment Type Desired: Full-Time Part-Time Temporary / Seasonal On-Call

Have you previously applied with this agency? Yes No

Have you previously been employed by this agency? Yes No

If yes to either above, please provide details (position, department, dates):

• SECTION 3 — EMPLOYMENT ELIGIBILITY

Are you legally authorized to work in the United States? Yes No

Will you now or in the future require employer sponsorship for a work visa? Yes No

Are you 18 years of age or older? Yes No

Veteran Status: Non-Veteran Veteran Disabled Veteran Prefer Not to Say

Driver's License Information

Driver's License Number _____ State of Issue _____ License Class / Type _____

Do you possess a valid driver's license?

Yes

No

Can you perform the essential functions of this position with or without reasonable accommodation?

Yes

No

If accommodation is needed, please describe:

• SECTION 4 — EDUCATION HISTORY

Level	School Name	City, State	Graduated?	Degree / Diploma	Major / Field
High School / GED					
College / University					
College / University (2)					
Graduate / Post-Graduate					
Trade / Technical School					
Trade / Technical School (2)					

Certifications, Licenses & Professional Designations

Certification / License Name	Issuing Organization	Date Issued	Expiration Date

• SECTION 5 — EMPLOYMENT HISTORY

List your most recent employer first. Account for all employment and significant gaps over the past ten (10) years. Attach additional sheets if necessary.

EMPLOYER 1

Employer / Organization Name

Job Title / Position

City, State

Date From (MM/YYYY)

Date To (MM/YYYY)

Supervisor Name

Supervisor Phone

Starting Salary / Pay Rate

Duties and Responsibilities

Reason for Leaving

May we contact this employer?

Yes

No

Not Yet

EMPLOYER 2

Employer / Organization Name

Job Title / Position

City, State

Date From (MM/YYYY)

Date To (MM/YYYY)

Supervisor Name

Supervisor Phone

Starting Salary / Pay Rate

Duties and Responsibilities

Reason for Leaving

May we contact this employer?

Yes

No

Not Yet

EMPLOYER 3

Employer / Organization Name

Job Title / Position

City, State

Date From (MM/YYYY)

Date To (MM/YYYY)

Supervisor Name

Supervisor Phone

Starting Salary / Pay Rate

Duties and Responsibilities

Reason for Leaving

May we contact this employer?

Yes

No

Not Yet

• SECTION 6 — SKILLS & QUALIFICATIONS

Technical Skills

Phone Number

Email Address

Reference 3

Full Name

Organization / Employer

Relationship to Applicant

Phone Number

Email Address

SECTION 8 — BACKGROUND INFORMATION

A conviction does not automatically disqualify you from employment. Each answer will be evaluated in relation to the nature of the position applied for, the seriousness of the offense, and the time elapsed since the conviction.

Have you ever been convicted of a felony or misdemeanor (excluding minor traffic violations)?

Yes

No

If Yes, provide offense, date, location, and disposition:

Are you currently on parole or probation?

Yes

No

Have you ever been dismissed, asked to resign, or left employment under adverse conditions?

Yes

No

If Yes, please explain:

Have you ever been found guilty of misconduct in any professional or public service role?

Yes

No

If Yes, please explain:

● SECTION 9 — APPLICANT CERTIFICATION & SIGNATURE

CERTIFICATION STATEMENT

I certify that all information provided in this application is true, correct, and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation of facts may be grounds for immediate disqualification from the selection process or termination of employment, regardless of when the discovery is made.

I authorize the employer to verify all information contained herein and to contact my references, former employers, educational institutions, and any other individuals or agencies as deemed necessary.

I understand that employment is contingent upon satisfactory completion of a background investigation, reference checks, and any other pre-employment requirements for the position.

I understand this application is not a contract of employment. Employment with this agency is at-will unless otherwise specified by applicable law or written agreement.

Applicant Signature

Date

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

This agency is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, sexual orientation, gender identity, veteran status, or any other characteristic protected by applicable federal, state, or local law. Reasonable accommodations for individuals with disabilities will be provided upon request. This agency is committed to ensuring a fair and inclusive selection process for all applicants.

● SECTION 10 — FOR HUMAN RESOURCES USE ONLY

FOR HUMAN RESOURCES USE ONLY — DO NOT WRITE IN THIS SECTION

Application Received Date	
Position Applied For	
Application Complete? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Interview Date & Time	
Interviewed By	
Interview Notes	
Skills Assessment Score	
Background Check Status	



References Verified? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Hiring Recommendation <input type="checkbox"/> Recommend <input type="checkbox"/> Do Not Recommend <input type="checkbox"/> Hold for Review	
Reviewer Comments	<hr/>
Department Head Approval	
HR Director Signature	Signature: _____ Date: _____

Thank you for your interest in employment with our agency.
Only qualified applicants will be contacted. Applications are kept on file for one (1) year.