

Mayor:
Mayor Pro-Tem:
Commissioners:

Mario Garza
Marco "Markie" Villegas
Mario Cantu
Gilbert Garza
Jesus "Jesse" Ramirez



APPLICATION FOR EMPLOYMENT ENTRY LEVEL – POLICE OFFICER



If you need an accommodation to complete this application, or any tests, please notify the Department of Human Resources. Application must be completed in its entirety – no faxes or copies will be accepted.

Position Applied For:

Date of Application:

(One application per position)

Referral Service:

☐ Advertisement

☐ City Website

☐ Facebook; Twitter; etc.

☐ Employment Agency

☐ Academy

☐ Friend

☐ Other: _____

Name:

(Last)

(First)

(Middle Initial)

(Social Security # - last 4 only)

Address:

(Street)

(City)

(State)

(Zip)

Phone #
(Home):

Phone #
(Mobile):

Are you known by any other name?

☐ Yes ☐ No

If yes, by what name?

(Other Last Name, Nickname, Maiden Name, alias, etc.)

Are you legally eligible for employment in the United States?

☐ Yes ☐ No

MILITARY SERVICE RECORD:

Were you in U.S. Armed forces?

☐ Yes ☐ No

If yes, what branch?

Dates of duty:

From

(Month/Year)

To:

(Month/Year)

Rank at discharge:

(Provide Honorable DD-214)

Do you have any limitations that may preclude you from performing the type of work you are applying for?

☐ Yes ☐ No

If yes, please explain.

Have you previously been employed by the City? ☐ Yes ☐ No If yes, indicate dates and department:

Identify below the person(s) to be notified in the event of an emergency.

Name and Relation	Address	City	Phone No.

List all licenses and/or certifications you hold (drivers, cdl, electrician, plumber, inspector, water/wastewater/sewer, etc.) Note: Driver's license records and other licenses and/or certifications will be investigated where essential and job-related.

Type	Issuing Agency	License/Certification No.	Expiration Date

Have you have ever been convicted, pleaded guilty or no contest to, a felony offense? ☐ Yes ☐ No For each felony, please describe the nature of the charge, the date of the offense, the date of the conviction, the location or jurisdiction, and the punishment assessed (probation/prison).

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Have you been convicted and/or arrested for any misdemeanors? ☐ Yes ☐ No For each conviction, and/or arrest, please describe the nature of the charge, the date of the offence, the date of the conviction, the location or jurisdiction, and the punishment assessed:

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Note: A Criminal Background Check will be conducted on all prospective employment applicants. A criminal record does not constitute an absolute bar to employment. Factors such as age at the time of the offense; rehabilitation efforts, how recent and seriousness of the crime will be taken into account.

EDUCATION:

List all high schools, colleges, technical or trade schools you have attended, regardless of whether or not you graduated and/or completed the prescribed course of study. If you are listing colleges/universities and you did not graduate, indicate the correct number of credit hours you are credited with. If you attended a technical or trade school, indicate your course of study; also indicate if you were awarded a diploma or certificate.

Name and Type of School (Location)	Date Attended (From - To)	Degree and/or Credit (Hours Earned)

Applicant: Please Read the Following Carefully

CERTIFICATION

I hereby certify that answers given herein are true and complete to the best of my knowledge and agree that if employed, any misrepresentation, falsification or omission of facts thereon shall justify my dismissal.

I hereby authorize the City of San Juan to fully investigate my record and work qualifications either before or after my employment by the City of San Juan (PD) and to facilitate such investigation, I also hereby authorize any persons, office, agency or source, having information and knowledge about my personal, employment, military, educational, driving record, criminal, credit or financial history; prior work related injury information, physical screening, drug screening and other related matters as may be necessary in arriving at an employment decision to furnish and release such information to the City of San Juan. I hereby release employers, schools, agencies, or persons from all liability in responding to inquiries in connection with my application. As part of the pre-employment process, the applicant will have to submit to a drug test and successfully pass the test.

In submitting this application, I understand that it becomes the property of the City of San Juan and will not be returned or altered by City staff. I hereby understand and acknowledge that, any employment relationship with the City is of an "at will" nature, which means any employee may be removed by the City Manager, by the head of a department or by other appointing officer at any time in accordance with applicable law.

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Signature of Applicant

Email Address

Date

The City of San Juan is an Equal Opportunity Employer and is in compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, sex, religion, national origin, age, disability, citizenship, political affiliation, veteran status, or other unlawful basis.