



Employment Application

111 W Collin Street

P.O. Box 1270

Leonard, Texas 75452

(903) 587-3334

www.Cityofleonard.net



CITY OF LEONARD JOB APPLICATION

Date of Application _____

Position applied for: _____

Personal details

First name: _____ Last name: _____

Preferred name: _____

Address (Do Not Use POB): _____

Telephone: _____

Email: _____

Emergency Contact & Telephone: _____

Do you have a High School Diploma or GED? ☐ Yes ☐ No

Name of High School you graduated/obtained GED from: _____

What is the highest level of education you have received? _____

Education/Qualifications

Degree/Certification	Institution/Training provider	Date

List All Licenses/Qualifications You Possess (attach license/certificates)



Employment: (previous first)

Employer Name/ Location	Dates from/to	Position held	Reason for leaving
	/		
	/		
	/		
	/		
	/		

May we contact your current/previous employer(s)?

☐

Yes

☐

No

References:

Name	Telephone No.	Position held/working relationship

What type of work are you
available for?

Full time

☐

Part time

☐

Seasonal

☐

When will you be available for work?

HAVE YOU EVER BEEN CONVICTED OF A FELONY OR CLASS B OR HIGHER MISDEMEANOR FROM ANY STATE?

☐ YES

☐ No

If Yes, give details and disposition: (attach any supporting documentation)

Please provide any other information that you identify as being pertinent to this application
(medical conditions, disabilities)

Declaration

I declare that, to the best of my knowledge, the information given is true and correct. I understand that inaccurate, misleading or untrue statements or knowingly withheld information may result in termination of employment with the City. I understand that this application does not constitute an offer of employment.

Signed: _____

Date: _____



Notification and Authorization to Release Criminal Information for Employment Purposes

Notification

The position for which I am being considered requires me to consent to a criminal background check as a condition of employment. This check includes the following: Criminal history reference searches for felony, misdemeanor and sex offender registry convictions.

Authorization

I hereby authorize the City of Leonard to conduct a criminal background check as described above. In connection with this, I also authorize the use of law enforcement agencies and/or private background check organizations to assist the City of Leonard in collecting this information. Additionally, I consent to a pre-employment drug test and will be subject to random drug test(s) after being employed.

I also am aware that records of arrests on pending charges and/or convictions are not an absolute bar to employment. Such information will be used to determine whether the results of the background check reasonably bear on my trustworthiness or my ability to perform the duties of my position in a manner which is safe for the City of Leonard.

Position(s) Applied for: _____

Please print (for identification purposes):

Full Legal Name: _____
First Middle Last

Other Names You Have Used in Past: _____

Date of Birth: _____ Gender: Female___ Male___

Social Security Number: _____

Driver's License # _____ State of Driver's License: _____

Current Address: _____

Previous Address (most recent): _____

Phone Number: _____ Alternate Phone Number: _____



Have you ever been convicted of a criminal offense or have any pending criminal charges against you?

(This refers only to felonies and misdemeanors; you do not need to include non-criminal traffic violations or municipal ordinance violations)

Yes___ No___

To the best of my knowledge, the information provided in this Notice and Authorization and any attachments thereto is true and complete. I understand that any falsification or omission of information may disqualify me for this position and/or may serve as grounds for the severance of my employment with the City of Leonard. By signing below, I hereby provide my authorization to the City of Leonard to conduct a criminal background check. I understand that I have a right to appeal an adverse employment decision made by the City of Leonard based on my background check information within three business days of receipt of such notice and that a determination on my appeal will be made in seven working days from the City of Leonard's receipt of such appeal.

Signature

Date



City of Leonard Public Works Employee

Job Description

The Public Works employee is responsible for the operation of a variety of construction and maintenance equipment and for performing manual labor activities as needed and/or required by the Public Works Department. The City of Leonard public works employees work a variety tasks to include but are not limited to parks, streets, sewer, water and building maintenance. The position requires operation of City of Leonard-owned vehicles, such as pick-up trucks, backhoes, bucket truck, personnel lift, street sweeper, dump truck, roller, zero turn mowers, brush hog/shredder, jet machine, as required. The operation of power tools and equipment, hand tools, chain saws, air compressors, when required is also necessary. Working around moving equipment and machinery is required. The candidate will be required to inspect and repair equipment as required by department procedures as well as be able to make repairs to roads, curbs and sidewalks as required.

The applicant will mow grass, prune trees and hedges, and plant flowers and trees as required. There is a requirement to clean City offices, garage areas and park facilities, as well as clean up litter and empty trash cans. Maintenance of sanitary and storm sewers and making repairs and/or conducting routine maintenance procedures is required. Sweeping and cleanup of debris and materials from the roads and other areas will be required. Conducting other job related duties is required. Public Works employees must be able to work in extreme weather conditions such as in extreme heat and extreme cold to include wet rainy and Icy conditions.

Requirements for the position of Public Works Employee

A valid Texas State driver's license and social security card is required. The ability to understand and follow written and oral instructions and work independently is required.

The candidate will be required to perform heavy manual labor, including lifting heavy objects and working in all type of weather conditions. Applicant will be required to lift fifty (50) pounds regularly and seventy-five (75) pounds occasionally. Safety procedures and practices are required, as well as wearing safety equipment. A good working relationship with coworkers and the general public is a necessity. The candidate must be able to be called out for emergencies such as freezes, snowfall, floods, downed trees, etc. and must be knowledgeable in a variety of semi-skilled and skilled maintenance tasks.

Candidates who possess current Wastewater and/or Water license(s) and/or experience in Wastewater and /or Water will receive preference in the selection process.

Pay will be commencement with experience and licensees. The City of Leonard is an equal opportunity employer. Positions will remain open until filled.

I agree and attest that I am physically and mentally capable of performing the tasks as described above:

Print Name

Signature

Date