

BROWNSVILLE NAVIGATION DISTRICT



Application For Employment

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For					Date of Application	
How Did You Learn About Us?						
<input type="checkbox"/> Advertisement		<input type="checkbox"/> Friend			<input type="checkbox"/> Walk-In	
<input type="checkbox"/> Employment Agency		Other _____				
Last Name		First Name			Middle Name	
Address	Number	Street	City	State	Zip Code	
Telephone Number(s)					Social Security Number	

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No
If Yes, give date _____

Have you ever been employed with us before? Yes No
If Yes, give date _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No

Proof of citizenship or immigration status will be required upon employment.

On What date would you be available for work? _____

Are you available to work: Full Time Part Time Shift Work Temporary

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

Have you been convicted of a felony within the last 7 years? Yes No
Conviction will not necessarily disqualify an applicant from employment.

If Yes, please explain

Education

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Indicate any foreign languages you can speak, read and / or write			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training received in the United States military.

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicated race, color, religion, gender, national origin, disabilities or other protected status.

1.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				

2.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				

3.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				

4.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

Additional information

Other Qualifications

Summarize special job-related skill and qualifications acquired from employment or other experience.

Specialized Skills

Check Skills/Equipment Operated

CRT

Fax

Production/Mobile

Other (list):

PC

Lotus 1-2-3

Machinery (list):

Calculator

PBX System

Typewriter

Microsoft Office

State any additional information you feel may be helpful to us in considering your application.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING

Are you capable of performing in a reasonable manner the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached. Yes No

References

1. _____
(Name) (Phone #)

(Address)
2. _____
(Name) (Phone #)

(Address)
3. _____
(Name) (Phone #)

(Address)
4. _____
(Name) (Phone #)

(Address)

Applicant's Statements

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment s may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of n "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledge in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

Nepotism Statement

The Brownsville Navigation's District's "Policy on Employment of Relatives" states as follows:

Purpose

To prevent conflicts of interest and facilitate smooth and fair management.

Policy

No candidate for any position will be considered if they are a relative of a current employee of the District. No employee will be assigned or transferred to a position where the employee will supervise, or be supervised by, a relative, either directly or indirectly.

If Employees in a supervisor-subordinate relationship marry, every effort will be made to transfer one of the employees to an assignment where one spouse will not supervise the other. If neither employee volunteers for the transfer, the Director of Finance and Administration may arrange an involuntary transfer. The decision whom to transfer involuntarily will depend on the importance of each job to the District and the availability of openings and of replacement candidates.

Definitions

"Relative" means here a spouse, child, parent, grandchild, aunt, uncle, first cousin, or corresponding in-law or "step" relative.

Statement of Applicant

I certify that I have read the Brownsville Navigation District's "Policy on Employment of Relatives". I hereby state that I am not disqualified from employment with the District due to my being a relative of a current employee of the District.

Applicant's Signature

Date

Authorization for Background Check

Please sign both statements below, indicating your authorization to release information to the Brownsville Navigation District.

Employment Information:

I authorize all former employers to furnish any information concerning my background and release them from all liability with their doing so.

Applicant's Signature

Date

Educational Information:

I authorize all former educational institutions to furnish any information concerning my scholastic records and release the, from, all liability with their doing so.

Applicant's Signature

Date

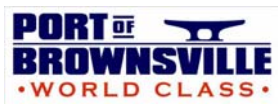
Personnel Department

FOR PERSONNEL DEPARTMENT USE ONLY			
Arrange Interview	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Remarks	_____		
		Interview	Date
Employed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date of Employment _____
Job Title	_____	Hourly Rate / Salary \$ _____	Department _____
	Name and Title		Date

NOTES _____

FOR PERSONNEL DEPARTMENT USE ONLY	
Position(s) Applied For Is Open:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Position(s) Considered	
For:	_____

	Name and Title
	Date



"The Port of Brownsville is an equal opportunity employer"