

CITY OF PORT NECHES
EMPLOYMENT APPLICATION INSTRUCTIONS (07/09/2013)

Job Postings

Thank you for your interest in employment with the City of Port Neches. Job openings are posted on the Human Resources bulletin board and/or the City's website for a minimum of fifteen (15) calendar days. Posted positions are open to each person who makes proper application and meets minimum requirements as prescribed by the City of Port Neches. Applications are accepted only for posted job openings and only through the posted closing date. Applications are job-specific and a separate application must be completed for each position to be considered for employment. An application becomes void when the position is filled and a new application must be submitted for future jobs that become available. Any provision contained herein may be modified or revoked at any time without notice.

How to Obtain an Employment Application

Employment applications may be obtained from Human Resources or downloaded from the City's website. Applications and required documentation must be received by Human Resources prior to the posted closing date and time.

How to Complete an Employment Application

Applications must be hand printed in ink by the applicant. All blanks must be completed and all questions must be fully answered. If a question does not apply, "N/A" should be entered in the blank. You are responsible for obtaining correct names, full addresses, and telephone numbers requested on the application. Résumés may be attached to an application, but may not be submitted in lieu of an application, nor may they substitute for any portion of the application. Do not bind your application. After the closing date, you will receive communication regarding the acceptance or rejection of your application. Accepted applicants will receive further instruction regarding testing and/or interview.

Competitive Selection Process

Accepted applicants will participate in a competitive selection process which typically takes four weeks to complete. The process consists of several phases, depending on the position, and may include one or more of the following components: skills exam, interview, medical evaluation, drug and alcohol screening, physical assessment test, psychological evaluation, drivers record check, criminal history check, and work history check, as well as any other components deemed appropriate for the job title. Official job offers are extended only by Human Resources.

Equal Employment Opportunity

The City of Port Neches is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, national origin, age, disability, veteran status, or any other characteristic protected by law.

Accommodations Due to Disability

Reasonable accommodation for persons with disabilities will be made upon request to the staff member named below. Please provide at least 48 business hours advance notice in order for your request to be accommodated.

Human Resources Contact

Questions regarding the employment application procedures may be directed to the staff member named below. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding City holidays.

Kelly Galloway, Assistant City Manager
City of Port Neches - Human Resources Department
1005 Merriman or P.O. Box 758, Port Neches, Texas 77651
Telephone: (409) 719-4201 Fax: (409) 719-4202 E-mail: kgalloway@ci.port-neches.tx.us

Employment Application Packet Contents

This packet does not constitute a contract, expressed or implied, and any provision contained herein may be modified or revoked at any time without notice.

- | | |
|---|--------------------------|
| • Employment Application Instructions | • Job Description |
| • Job Posting | • Employment Application |
| • Compensation, Work Schedule, and Benefits Summary | |

CITY OF PORT NECHES

JOB POSTING

Job Title:	Splash Park Attendant
Department :	Parks
City Status:	Temporary (averages 5-10 hours per week for 3 months)
FLSA Status:	Non-Exempt (hourly)
Base Pay:	\$12.36 per hour
Benefit Eligibility:	No
Requirements:	<ul style="list-style-type: none">• High School Diploma or GED• 18 years of age as of hire date• Class C Texas Drivers License
Anticipated Work Period:	June 1 thru August 31, 2015
Work Schedule:	5 to 10 hours on Saturdays
Applications Accepted:	March 25, 2015 thru April 30, 2015, or until filled

Applications may be downloaded from www.ci.port-neches.tx or picked up at:

City of Port Neches Human Resources
1005 Merriman
Port Neches, TX 77651
Telephone (409) 719-4201 Facsimile (409) 719-4202

Completed applications must be received by Human Resources no later than the posted closing date/time.

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The City of Port Neches is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, national origin, age, disability, veteran status, or any other characteristic protected by law.

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**CITY OF PORT NECHES
HUMAN RESOURCES**

COMPENSATION, WORK SCHEDULE AND BENEFITS SUMMARY

Job Title:	Splash Park Attendant
Pay Grade:	110
City Classification:	Temporary Part-Time
FLSA Classification	Non-Exempt (Hourly)
Hourly Rate:	\$12.36
Duration of project:	June 1 thru August 31

PROPOSED WORK SCHEDULE			
One Splash Park Attendant will be on duty every Saturday, from 10:00 a.m. until 8:00 p.m., from June 1 thru August 31. The City intends to hire a team of 2-3 employees to serve in this position. The intent is to allow team members to negotiate the work schedule among themselves. The City reserves the right to modify the work schedule.			
DAY	BEGIN	END	TOTAL HOURS
Saturday	10:00 a.m.	8:00 p.m.	10

- Work Period
The official work period for the City is a seven day period beginning at 12:01 a.m. on Monday and ending at 12:00 a.m. the following Sunday. Overtime does not accrue until after the 40th hour in a seven day work period. Employees are paid on a bi-weekly basis, every other Friday.
- Workers' Compensation
The City provides Workers' Compensation insurance through TML-IRP (www.tmlirp.org). This coverage provides medical and salary continuation payments to employees who receive a bona fide, on-the-job, work related injury.
- Social Security
The City contributes to the Social Security System on behalf of each employee.
- Holidays
This position will receive holiday pay at a rate of two and one-half (2.5) times the employee's regular pay for hours worked on a City-observed holiday.

DISCLAIMER

This summary of benefits is drawn from the City of Port Neches, Texas Employee Policy Manual and other benefit documents. The application, interpretation, and specific coverage provisions of these benefits are governed solely and expressly by these documents. This summary of benefits does not constitute a contract, expressed or implied, nor is it a guarantee of any benefit. Any provision contained herein may be modified or revoked at any time without notice. Temporary Part-Time employees are ineligible for benefits, including, but not limited to, insurance, retirement and paid leave. Temporary Part-Time employees do not accrue any seniority, nor is any promise of promotion or future permanent employment made or implied.

Job Title: SPLASH PARK ATTENDANT

FLSA Status: Non-Exempt (Hourly)
 City Status: Temporary Part Time
 Created: April 25, 2013
 Revised: Summer, 2014

BRIEF DESCRIPTION:

The purpose of this position is to monitor access to the Splash Park.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	L	Monitors access into the Splash Park by verifying that patrons present an accepted form of identification.
2	S	Gathers, compiles and maintains data - Not required Summer 2015.
3	S	Shares collected data with supervisor and receives necessary guidance from him with regard to field work - Not required Summer 2015.
4	L	Locks and unlocks Splash Park gate.
5		Other duties if the work is similar, related or a logical assignment to the position.

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	High school diploma or equivalency.
Experience	None.
Certification and Other Requirements	Valid Texas Class C Driver's License.
Reading	Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Math	Basic - Ability to perform the four basic arithmetic operations. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

Writing	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Managerial	Receives direction: The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others.
Complexity	Normal tasks require use of definite procedures, with little deviation. Work requires little or no analysis or judgment.
Interpersonal / Human Relations Skills	Work requires regular interaction involving exchange and receipt of information. Elements of persuasion may be necessary to gain cooperation from patrons. Ability to communicate verbally in Spanish is beneficial.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium	Heavy X	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R=Rarely Less than 1 hour per week	N = Never Never occurs.
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY	DESCRIPTION
Standing	F	Within service area
Sitting	F	Within service area
Walking	F	Within service area
Lifting	O	Supplies
Carrying	C	Supplies, clipboard
Pushing/Pulling	R	Moving supplies
Reaching	F	For supplies
Handling	C	Paperwork
Fine Dexterity	C	Writing, calculator
Kneeling	R	Retrieving items from ground
Crouching	R	Retrieving items from ground
Crawling	N	
Bending	O	Retrieving items
Twisting	R	At table
Climbing	N	
Balancing	N	
Vision	C	Surveying service area, reading, writing
Hearing	C	Communicating with co-workers and public in person, and on telephone and radio
Talking	C	Communicating with co-workers and public in person and on telephone and radio
Foot Controls	N	
Other (Specify)		

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Clipboard, pen, calculator, computer, printer and related software, telephone, radio.

ENVIRONMENTAL FACTORS:

D=Daily	W=Several Times Per Week	M=Several Times Per Month	S=Seasonally	N=Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION
Mechanical Hazards	N	Respiratory Hazards	D	Office Environment
Chemical Hazards	N	Extreme Temperatures	D	Warehouse
Electrical Hazards	N	Noise and Vibration	D	Shop
Fire Hazards	N	Wetness/Humidity	D	Vehicle
Explosives	N	Physical Hazards	N	Outdoors X
Communicable Diseases	N			Other (see 2 below)
Physical Danger or Abuse	N			
Other (see 1 below)	N			

(1) N/A

(2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Sun protection, mosquito protection, rain gear.

NON-PHYSICAL DEMANDS:

C=Continuously 2/3 or more of the time	F=Frequently From 1/3 to 2/3 of the time	O=Occasionally Up to 1/3 of the time	R=Rarely Less than 1 hour per week	N=Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressure	O
Emergency Situation	N
Frequent Change of Tasks	R
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	R
Working Closely with Others as Part of a Team	R
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3) N/A

CITY OF PORT NECHES**EMPLOYMENT APPLICATION (REV. 02/2014)**

City of Port Neches Human Resources

P. O. Box 758, Port Neches, TX 77651

Telephone: (409) 719-4210

DISTRIBUTION

- ☐ City Manager
☐ Assistant City Manager
☐ Department Head
☐ Supervisor

Equal access to programs, services, and employment is available to all persons. Applicants requiring reasonable accommodation to the employment process should notify Human Resources.

Position applied for: Splash Park Attendant		Posting date: March 25, 2015	
Referral source: <input type="checkbox"/> City web-site <input type="checkbox"/> Called City job-line <input type="checkbox"/> Referred by City employee <input type="checkbox"/> City bulletin board <input type="checkbox"/> Newspaper ad <input type="checkbox"/> Other: _____ Name of source, if applicable: _____			
Date application issued:		Date application returned:	
Last Name (Indicate Jr., Sr., III)		First Name	Middle Name
If ever known/identified by any other name(s), please list full name(s):		Last 4 digits of Soc. Sec. No.: xxx-xx- ____ - ____	
Mailing address: Street or P. O. Box, City, State, Zip Code			
Physical address: Street, Apartment No., City, State, Zip Code			
Telephone numbers: Residence-() Cell-()			
E-mail address (if you wish to receive communications via e-mail):			
Type employment desired: <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary <input type="checkbox"/> Educational Co-Op			
Have you submitted an application here before? If yes, list approximate dates:			<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you previously worked for the City of Port Neches? If yes, when and what job title?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you related to any member of City Council or any person now employed by the City of Port Neches? If yes, list their names and relationship:			<input type="checkbox"/> Yes <input type="checkbox"/> No
Earliest date you will be available to begin duty, if selected: _____			
Are you able to meet attendance requirements of this position? If no, explain:			<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you work overtime if required? If no, explain:			<input type="checkbox"/> Yes <input type="checkbox"/> No
May we contact your present employer? (Note: Former employer(s) may be contacted.)			<input type="checkbox"/> Yes <input type="checkbox"/> No
Best time for us to call you is between ____ a.m./p.m. and ____ a.m./p.m. at (____) ____ - ____			

I certify that all statements made herein or elsewhere in connection with my application for employment are true and correct, and that I have read, fully understand and accept all terms of the Applicant Statement at the end of this form.

Signature of Applicant_____
Date Signed

WHAT IS YOUR CURRENT WORK SCHEDULE? <input type="checkbox"/> Not working						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
EMPLOYMENT DISCIPLINE AND TERMINATION. If yes to any of the below, explain in detail on a separate page. Include employer, date of action, circumstances, etc. Be specific.						
Have you ever been subjected to any type of disciplinary action at work?						<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been subjected to any type of investigation for disciplinary or internal employment reasons?						<input type="checkbox"/> Yes <input type="checkbox"/> No
Has it ever been suggested to you, or have you ever been asked to resign, from any position of employment?						<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever resigned from any position or employment while under investigation or after being notified that an investigation was contemplated?						<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been fired or told that you were going to be fired?						<input type="checkbox"/> Yes <input type="checkbox"/> No
CRIMINAL HISTORY. Answering yes to these questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.						
Have you ever been convicted of a misdemeanor (higher than Class C) or felony? If yes , describe in full, including dates, criminal offenses, location (city and state), and disposition.						<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever pled guilty to, received probation, deferred adjudication, or been placed on any form of diversion for any criminal offense (misdemeanors and felonies)? If yes , describe in full, including dates, criminal offenses, location (city and state), and disposition.						<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently serving probation, deferred adjudication, or any form of diversion for any criminal offense? If yes , describe in full on a separate sheet, including criminal offense(s), current status, expected date of completion, and the name(s) and telephone number(s) of the probation officer or other person(s) to whom you report while on probation, deferred adjudication, or other form of diversion.						<input type="checkbox"/> Yes <input type="checkbox"/> No
EDUCATION AND TRAINING. Copies of transcripts, certificates, or degrees must be submitted if required by job description.						
Education	Graduated	School	Major Area of Study	Graduates list degree. Non-graduates list credits.		
GED	<input type="checkbox"/> Yes <input type="checkbox"/> No					
High School Diploma	<input type="checkbox"/> Yes <input type="checkbox"/> No					
College/University	<input type="checkbox"/> Yes <input type="checkbox"/> No					
Business/Technical	<input type="checkbox"/> Yes <input type="checkbox"/> No					
Special Courses	<input type="checkbox"/> Yes <input type="checkbox"/> No					

CURRENT LICENSES/CERTIFICATIONS/REGISTRATIONS (i.e. drivers license, Peace Officer license, Firefighter license, concealed handgun license, etc.)

Type	State	Number	Expiration
Drivers license: <input type="checkbox"/> -Class C <input type="checkbox"/> -Class A CDL <input type="checkbox"/> -Class B CDL			
Other:			

QUALIFICATIONS, SKILLS, EXPERIENCE AND SPECIAL TRAINING. Summarize qualifications, skills, experience and special training that qualify you for this position.

ASSOCIATIONS AND OFFICES HELD. List professional, trade, business or civic organization memberships and any offices held. Exclude memberships which would reveal sex, race, religion, national origin, age, color, disability, or any other similarly protected status.

Dates	Association/Organization	Membership, Offices Held

ACCOMPLISHMENTS. List special accomplishments, publications, awards, etc.. Exclude information which would reveal sex, race, religion, national origin, age, color, disability, or any other similarly protected status.

INTEREST IN THIS POSITION. State why you are interested in this position and your reason for wanting to leave your current employer.

ADDITIONAL INFORMATION. List any additional information you wish to be considered.

REFERENCES. List three business/work references not related to you and **not** previous supervisors. If not applicable, list three school or personal references not related to you.

Name	Telephone	Describe Affiliation	Years Known
	()		
	()		
	()		

UNEMPLOYMENT PERIODS. Explain any periods of unemployment.

From	To	Reason

EMPLOYMENT HISTORY. Provide the following information for your past and current employers, assignments or volunteer activities **starting with first job ever held**. Use additional sheets if necessary. This information is subject to verification, so provide complete information.

[illegible]

Dates Employed		Employer: _____ Telephone-()
From (mm/yy)	To (mm/yy)	Employer's full mailing address, including city, state and zip code:
		Your starting job title:
Final Wage		Your final job title:
\$	per	Your immediate supervisor: _____ Telephone-()
		Their job title:
Reason for leaving (will be verified):		
Summarize the type of work performed and job responsibilities.		

Dates Employed		Employer: _____ Telephone-()
From (mm/yy)	To (mm/yy)	Employer's full mailing address, including city, state and zip code:
		Your starting job title:
Final Wage		Your final job title:
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Final Wage		Your final job title:
\$	per	Your immediate supervisor: _____ Telephone-()
		Their job title:
Reason for leaving (will be verified):		
Summarize the type of work performed and job responsibilities.		

APPLICANT STATEMENT

I certify all information I have provided in order to apply for and secure work with the City of Port Neches is true, complete and correct. I understand any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (1) cancel further consideration of this application, or (2) immediately discharge me from the City's service, whenever it is discovered.

LIFE OF APPLICATION. I understand this application will be void once the position applied for is filled. At the conclusion of that time, if I have not heard from the City and still wish to be considered for employment, it will be necessary to reapply and fill out a new application when there is an opening.

EEO EMPLOYER. I understand the City does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

AMERICANS WITH DISABILITIES ACT. I understand it is the City's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA. Applicants may be required to perform particular job functions as a part of the testing procedure in accordance with the selection procedures designated for particular job titles. Applicants are to notify the City in advance of any reasonable accommodations necessary to perform job functions or tests.

AT-WILL EMPLOYER. I If I am hired, I understand I am free to resign at any time, with or without cause and without prior notice, and the City reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand no supervisor or representative of the City is authorized to make any assurances to the contrary and no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing, authorized by the City Council, and signed by the Mayor and the employee.

TEXAS PUBLIC INFORMATION ACT. I understand this application is subject to the Texas Public Information Act (Open Records Act) and may be released as a public document. I have the right to request that my home address, home telephone number, social security number, or information that reveals whether I have family members not be given out, as provided under Section 552.117 of the Local Government Code.

BACKGROUND INVESTIGATION. I understand that the information given in the employment process may be investigated and inquiries will be made concerning my employment, education, criminal history, drivers record and other related matters. I expressly authorize, without reservation, the City, its representatives, employees or agents to make such investigations and inquiries, and to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of the information provided by me in this application, résumé, and job interview.

I hereby waive any and all rights and claims I may have regarding the City, its representatives, employees or agents for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me. Accordingly, I hereby authorize all current and former employers and all other public and private concerns to release any and all information maintained by any such employer, concern, agency, or entity concerning my personal history.

COMMERCIAL DRIVERS LICENSE. I understand that if I am hired for a position requiring a commercial drivers license, I must comply with the Omnibus Transportation Employee Testing Act of 1991, and that I have six (6) months from my date of hire to obtain a commercial drivers license or my employment will automatically terminate.

DRUG AND ALCOHOL SCREEN. I understand any offer of employment I receive is contingent upon successful completion of a post offer drug and alcohol screen.

MEDICAL EXAMINATION. In addition, all Regular Full Time positions and Part Time and Temporary positions requiring physical labor will also be required to pass a post-offer medical examination. Some positions also require additional fitness for duty examinations.

FORM I-9. I also understand if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and federal immigration laws require me to complete an I-9 Form in this regard.

INTRODUCTORY PERIOD. I understand if I am hired I am required to abide by all rules and regulations of the City of Port Neches. I am aware that the first six months (Police Officers and Fire Fighters are one year) of employment are probationary. If I am hired to fill a Temporary position, I will not have a probationary period; I will work only as long as the position is needed.

ESSENTIAL SERVICES. I understand that all Regular Full-Time positions require incumbents in the course and scope of their employment to provide services for the benefit of the general public during emergency situations that threaten the safety of Port Neches's citizens. Without an approved waiver, employees are required to work immediately before, during, or immediately after an emergency.

CERTIFICATION. I certify that all statements made herein or elsewhere in connection with my application for employment are true and correct, and that I have read, fully understand and accept all terms of the Applicant Statement as indicated by my signature on page 1 of this form.