LAVACA-NAVIDAD RIVER AUTHORITY

P.O. Box 429 - 4631 FM 3131 Edna, Texas 77957 - Phone (361)782-5229 - Fax (361)782-5310 - Email: Careers@lnra.org

APPLICATION FOR EMPLOYMENT

<u>PRINT IN BLACK INK OR TYPE.</u>   These instructions must be followed exactly. Fill out the application form completely. If questions are not applicable, enter "N/A". Do not leave questions blank. Be sure to sign when completed. The Lavaca-Navidad River Authority (LNRA) is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. The LNRA supports the American with Disabilities Act and provides reasonable accommodations for qualified disabled persons. You may make copies of this application and enter different position titles, but **each copy must be signed**. Resumes **will not be accepted in lieu of applications**, unless specifically stated in the job vacancy notice. This application becomes a public record and is subject to disclosure.

Name:_____ Date:_____
      (Last)   (First)   (Middle)_

Mailing Address:_____
        (Street)   (City)   (State)   (Zip)

E-mail Address_____   (_____)_____
                                               (Contact Phone Number)

List any other names used if different from name on this application_____

GENERAL INFORMATION

What job position are you applying for? _____

Full-Time ☐   Part-Time ☐   Summer ☐   Temporary ☐

Earliest date available for work? _____

Do you have any relatives working for LNRA? List names and relationship.

_____

Have you ever been employed by the Lavaca-Navidad River Authority?   Yes ☐ No ☐

If you have been previously employed by the Lavaca-Navidad River Authority, list positions and dates.

_____

Are you willing to work hours other than 8:00am - 4:30pm?   Yes ☐ No ☐

What days are you **unable** to work? _____

Are you willing to Travel?   Yes ☐   No ☐   If yes, what percent of time? _____

Are you at least 18 years of age?   Yes ☐   No ☐

Have you ever been convicted of a felony or subjected to a deferred adjudication on a felony charge?   Yes ☐   No ☐

If your answer is "Yes," explain in concise detail on a separate sheet of paper, giving the dates and nature of the offense, the name and location of the court, and the disposition of the case(s). A conviction may not disqualify you, but a false statement will.

EDUCATION
(Note: Applicants may be required to provide proof of diploma, degree, transcripts, licenses, certifications, and registrations.)

Indicate Highest Grade **Completed**:_____   Did you graduate from high school or receive a GED?   Yes ☐   No ☐

Type of School	Name and Location of School	Sem/Clock Hours Completed	Graduated?		Expected Graduation Date	Type of Diploma or Degree	Major/Minor Fields Of Study
			Yes	No			
Undergrad Colleges Or Universities							
Graduate Schools							
Technical, Vocations, or Business Schools							

If a license, certificate, or other authorization is required or related to the position for which you are applying, complete the following:

LICENSE/CERTIFICATION (P.E., C.P.A., etc.)	Date Issued	Date Expires	Issued by/Location of issuing authority (State or other authority) (City and State)	License No.

Special Training/Skills/Qualifications: List all job-related training or skills you possess and machines or office equipment you can use, such as: calculators, printing or graphics equipment, computer equipment, types of software and hardware. (Attach additional sheets, if necessary.)

_____

_____

Do you speak a language other than English?   _____   If yes, what language(s) do you speak?   _____

EMPLOYMENT HISTORY

This information will be the official record of your employment history and must accurately reflect all significant duties performed. Summaries of experience should clearly describe your qualifications.

1. Include ALL employment. Begin with your current or last position and work back to your first.

2. Employment history should indicate each position held, even those with the same employer.

3. EMPLOYER INFORMATION MUST BE COMPLETE.

If you need additional space to adequately describe your employment history, you may use this employment history sheet or attach a typed employment history providing the same information in the same format as this application form.

Employer:	Position Title:
Mailing Address:	Employer's Telephone No.:
Supervisor's Name:	Current/Final Salary:

Start Date			Finish Date			Full-Time ☐ Part-Time ☐ Summer ☐ Temp ☐
Mo.	Day	Yr.	Mo.	Day	Yr.	

Summary of experience:_____

_____

_____

_____

Specific reason for leaving:_____

Employer:	Position Title:
Mailing Address:	Employer's Telephone No.:
Supervisor's Name:	Current/Final Salary:

Start Date			Finish Date			Full-Time ☐ Part-Time ☐ Summer ☐ Temp ☐
Mo.	Day	Yr.	Mo.	Day	Yr.	

Summary of experience:_____

_____

_____

_____

Specific reason for leaving:_____

Employer:	Position Title:
Mailing Address:	Employer's Telephone No.:
Supervisor's Name:	Current/Final Salary:

Start Date			Finish Date			Full-Time ☐ Part-Time ☐ Summer ☐ Temp ☐
Mo.	Day	Yr.	Mo.	Day	Yr.	

Summary of experience:_____

_____

_____

_____

Specific reason for leaving:_____

PERSONAL REFERENCES

(Excluding former employees or relatives.)

Name and Occupation	Address	Daytime Phone Number

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY SIGNING IN THE SPACE PROVIDED

1. I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information shall be grounds for refusal to hire or, if hired, termination.

2. I understand and agree that, if hired, my employment is for no definite time and may be terminated at any time for any lawful reason.

3. I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the U.S., as required by the Immigration Reform and Control Act.

4. I authorize the persons or organization referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from any damages which may result from furnishing such information to you.

5. I authorize the Lavaca-Navidad River Authority to make any investigation of my personal history.

6. I understand that my employment is contingent upon satisfactory completion of a drug screen with negative results and a motor vehicle record check indicating an insurable driving record and a comprehensive background screen as required for the position.

_____   _____
              Applicant Signature   **Date**

==========================**DO NOT WRITE BELOW THIS LINE**=========================

Date Received:_____   Time Received:_____

Received By:_____