



Application for
Employment

Serving the Cities of Bryan, Denton, Garland & Greenville

Human Resources Department
P.O. Box 7000
Bryan, Texas 77805

Texas Municipal Power Agency ("TMPA") is an equal opportunity employer and does not unlawfully discriminate in employment. 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 local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify the Human Resources Department.

All applications must be completed in full. Incomplete applications will not be seriously considered.

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

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

Home phone: _____ Cell phone: _____ email: _____

Social Security #: _____ Date you will be available to start work: _____

Position(s) applied for: _____

Other Skills and Qualifications

Summarize any job-related training, skills, licenses, certificates, and/or other qualifications:

Educational History

List school name and location, years completed, course of study, and any degrees earned:

High school: _____

College: _____

Technical Training: _____

Other: _____

References

List 3 professional (references names, telephone numbers):

Relatives

Are you related to any current TMPA employee(s) _____ If yes, please tell us who. _____

Employment History

Begin with your most recent employment and work your way back at least 5 years. Please provide all employment information for your past four employers or five years of work history. Attach additional sheets if necessary.

Employer: _____ **Position held:** _____

Address: _____ **Telephone #:** _____

Immediate supervisor and title: _____ **May we contact?** _____

Dates employed: from _____ **to** _____ **Salary:** _____

Job summary: _____

Reason for leaving: _____

Employer: _____ **Position held:** _____

Address: _____ **Telephone #:** _____

Immediate supervisor and title: _____ **May we contact?** _____

Dates employed: from _____ **to** _____ **Salary:** _____

Job summary: _____

Reason for leaving: _____

Employer: _____ **Position held:** _____

Address: _____ **Telephone #:** _____

Immediate supervisor and title: _____ **May we contact?** _____

Dates employed: from _____ **to** _____ **Salary:** _____

Job summary: _____

Reason for leaving: _____

Employer: _____ **Position held:** _____

Address: _____ **Telephone #:** _____

Immediate supervisor and title: _____ **May we contact?** _____

Dates employed: from _____ **to** _____ **Salary:** _____

Job summary: _____

Reason for leaving: _____

Have you been convicted of a crime in the last 7 years? _____ Yes _____ No

If yes, please explain (a conviction will not automatically bar employment): _____

How were you referred to us? _____

I hereby authorize TMPA to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references. I also hereby release from liability TMPA, its directors, officers, employees, and agents for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.

If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either TMPA or I may terminate the employment relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

I understand that it is the policy of TMPA not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the Americans With Disabilities Act.

I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

I represent that I have read and understand this employment application, and that the information I have provided in this application is true and correct to the best of my knowledge and belief.

Applicant signature: _____ Date: _____

As part of our hiring background and investigation, Texas Municipal Power Agency may obtain consumer reports to prepare an investigative consumer report. The investigative consumer report may consist of contacting all listed prior employers to verify your employment history. It may also include, but not be limited to, criminal history reports and driving history records. Under the provisions of the Fair Credit Reporting Act (15 USC at 1681-1681u) as amended, before we can seek such reports, we must have your written permission to obtain the information. You have the right, upon written request, to a complete and accurate disclosure of the nature and scope of the investigation. You are also entitled to a copy of your Rights under the Fair Credit Reporting Act.