



Economic Development Corporation

701 N. Bowie Street, San Benito, TX
78586 (956) 626-1350.
info@sanbenitoedc.us
http://sanbenitoedc.us

APPLICATION FOR EMPLOYMENT

The San Benito EDC strives to comply with state and federal laws regarding discrimination based on race, age, creed, color, sex, religion, national origin, disability, political affiliation or veteran status.

Name		SSN		Date	
Mailing Address	 <i>Street/P.O. Box</i>	 <i>City</i>	 <i>ST</i>	 <i>Zip Code</i>	
Physical Address	 <i>Street</i>	 <i>City</i>	 <i>ST</i>	 <i>Zip Code</i>	
Phone Number		Mobile Number		E-mail	

POSITION APPLIED FOR

When can you start?

☐ Yes ☐ No Are you over 18 years old?

☐ Yes ☐ No Are you authorized to work in the United States on an unrestricted basis?

How did you learn of this opening?

☐ Yes ☐ No Have you worked for the San Benito EDC before?

☐ Yes ☐ No Are you related to any elected official or any San Benito EDC employee?

If yes, give the person's name, department (if applicable) and relationship to you

☐ Yes ☐ No Have you been told the essential functions of the job or have you been shown a copy of the job description listing the essential functions of the job?

☐ Yes ☐ No Can you perform these essential functions with or without reasonable accommodation?

☐ Yes ☐ No

☐ Yes ☐ No

The San Benito EDC has adopted a drug and alcohol policy to maintain a drug-free workplace. Any

applicant applying for employment with the San Benito EDC will be required to submit to testing to screen for illegal drug use prior to employment. Employment will be contingent upon a negative a drug test result. Will you submit to drug testing?

Have you ever been convicted, or pled guilty or no contest to, a felony offense?
If so, please explain. Important: For purposes of employment with the San Benito EDC, "convictions" include sentenced to confinement, paid fine, time served, placed on probation (including deferred adjudication) and court-ordered restitution.

EDUCATION	NAME & LOCATION OF SCHOOL	GRAD. YEAR	MAJOR	DIPLOMA/ DEGREE
High School				
College/Univ				
Other Training/Education				

List all licenses and certificates you may hold such as electricians, etc. All positions require a current Texas Driver License.

TYPE	NUMBER	EXPIRATION DATE

All information is required, "see resume" is not acceptable

WORK HISTORY

May we contact your present employer? ☐ Yes ☐ No

Most Recent Employer		Address		Telephone	
Date Started		Starting Salary		Starting Position	
Date Left		Ending Salary		Ending Position	
Name and Title of Supervisor		Address		Telephone	
Description of Duties					
Reason for Leaving					

Previous Employer		Address		Telephone	
Date Started		Starting Salary \$		Starting Position	
Date Left		Ending Salary \$		Ending Position	
Name and Title of Supervisor		Address		Telephone	
Description of Duties					
Reason for Leaving					

Previous Employer		Address		Telephone	
Date Started		Starting Salary		Starting Position	
Date Left		Ending Salary		Ending Position	
Name and Title of Supervisor		Address		Telephone	

Description of Duties	
Reason for Leaving	

In addition to your work history, what other experiences, skills or qualifications would especially qualify you for work with the San Benito EDC

List Three Professional References

Name of Reference	Address, City, State, Zip	Telephone	Occupation

Person to notify in case of an emergencyPhone Number

APPLICANT'S CERTIFICATION AND AGREEMENT

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the San Benito EDC to make an investigation of any of the facts set forth in this application.

I agree to immediately notify the San Benito EDC if I am convicted of, receive deferred adjudication in, or otherwise plead guilty or no contest to a felony, or any crime involving dishonesty or a breach of trust, while my application is pending or during my period of employment if hired.

I understand that employment at this San Benito EDC is at will, which means that either I or the San Benito EDC can terminate the employment relationship at any time, with or without cause or advance notice and in accordance with applicable State Law. As a condition to apply for employment and continued employment, I agree to accept and confirm to the San Benito EDC procedures, guidelines and instructions. No manager or representative of the San Benito EDC other than the Executive Director has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the guidelines stated in the San Benito EDC Employee Handbook, either prior to commencement of, or after employment. Any such agreement made by the Executive Director must be in writing and must be signed by the Executive Director.

Applicant's Signature: _____Date: _____

Applicant Notification / Release of Information

In connection with my application for employment, I understand that investigative inquiries on my background, in accordance with the Fair Credit Reporting Act and all state and federal laws, are to be made on me, including information as to my personal character, abilities, work habits, mode of living residency, general reputation, performance, experience, and other qualities pertinent to my qualifications for employment, including reasons for termination of past employment.

I understand that the San Benito EDC may make inquiries, including but not limited to my consumer credit history, education, professional licensing, and criminal history and driving history. Furthermore, I understand that the San Benito EDC may request information from various federal, state and other agencies that maintain records containing my past driving history, credit history, criminal history, military history, civil and other experiences.

I understand that according to the Fair Credit Reporting Act, I am entitled to know if employment is denied because of information obtained by the San Benito EDC from a Consumer Report Agency. Upon written request, I will be informed whether an investigative consumer report was requested and will be given full information as to the nature and the scope of the investigation, as well as the name of the reporting agency or sources of information.

I authorize without reservation, any party (including, but not limited to, employers, law enforcement agencies, state agencies, institutions and private information bureaus or repositories) contacted by the San Benito EDC to furnish any or all of the above mentioned information. In addition, I hereby release the San Benito EDC from any and all liability for damages arising from the investigation and disclosure of the requested information. I further release and discharge all liability from all companies, agencies, officials, officers, employees, and other persons, who, in good faith provide to the San Benito EDC the above mentioned information as requested, in order to successfully complete a background investigation for my application of employment. I will allow a photocopy of this authorization to be as valid as the original.

Full Name			
Social Security		Date of Birth	
Current Address			
City / State / Zip			
Driver's License #		State	
Prospective Employer			
Applicants Signature			
** Notary Signature		Printed	
State		County	
		Commission Exp.	

* Date of birth is being requested only for the purpose of identification in obtaining accurate retrieval of records, and will not be used for discriminatory purposes.

** Only when requested.