



Thank you for your interest in employment with the City of Bee Cave. The City of Bee Cave is an equal opportunity employer and does not discriminate in its employment practices on the basis of race, color, sex, religion, national origin, age or disability. Reasonable accommodation for persons with disabilities will be made upon request. Please provide at least 48 hours advance notice so that your request may be accommodated.

- **The City of Bee Cave accepts applications for posted job vacancies only.** All individuals who wish to be considered for employment are required to complete and sign an Employment Application. A resume may be attached; However, **the application form must be completely filled out in order to be accepted.** Incomplete applications, including failure to sign the application form or applications that are not legible **will not** be accepted.
- We do not accept unsolicited applications, nor do we keep applications “on file.”
- You must meet all of the qualifications of the position for which you are applying. Applicants must indicate how they meet the posted requirements for the job. If questions are not applicable, enter “NA.” Do not leave items blank.
- A separate application form must be submitted for each position for which you are applying. You may submit photocopies as a substitute for an original application form; However, the City of Bee Cave will not provide photocopies of applications or resumes for you.
- Completed applications **must** be received in the Human Resources office **no later** than 5:00 p.m. on the date of the deadline. Applications received after the deadline will not be processed.
- The application form and all attachments become the property of the City of Bee Cave. Information provided by applicants is subject to disclosure in accordance with the provisions of the Texas Public Information Act.
- The hiring supervisor will contact applicants selected for interview and make the final hiring decision.
- All information on the application form and any attachments are subject to verification. If an applicant is recommended for hire, **the following checks will be made:** an evaluation of the applicant’s driver’s license record (if driving is a requirement of the position), work references and a criminal history check. After a conditional offer of employment is made, a medical examination and a drug and/or alcohol test will be required. Applicants refusing to cooperate, failing to show up for scheduled appointments and/or failing to successfully pass required tests will be disqualified from consideration for employment with the City of Bee Cave.
- **Submit applications by mail, email, or fax to Human Resources:**

City of Bee Cave

Attn: Human Resources

4000 Galleria Parkway

Bee Cave, TX 78738

Email: HR@beecavetexas.gov

Fax: 512-767-6619



Position Applied For: _____

Application Information

Full Name: _____ Date: _____
Last First M.I. MM/DD/YYYY

Address: _____
Street Apartment/Unit #

_____ *City State Zip Code*

Phone: _____ Email: _____

Date Available: _____ Full-time Part-time Temporary Desired Salary: \$ _____
MM/DD/YYYY

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S? YES NO

Have you ever worked for the City of Bee Cave? YES NO If yes, when? _____

Have you ever been discharged, fired or asked to resign from any job? YES NO If yes, explain? _____

Are you related to any current employee or elected official of the City of Bee Cave? YES NO

Have you ever been convicted of a felony or Misdemeanor (including DWI/DUI)? YES NO If yes, when? _____

Indicate any foreign languages you can speak, read and/or write: _____

Education

High School: _____ Location: _____

Did you graduate? YES NO

College: _____ Location: _____

Did you graduate? YES NO Degree: _____

Other: _____ Location: _____

Did you graduate? YES NO Degree: _____

Licenses, Certifications and Other Forms of Recognition

Applicants may be required to provide copies of licenses and certifications.

Indicate the type of license/certification, the state or other authority issued by and the expiration date:

Previous Employment

Begin with your most recent position and include all employment within the last 10 years, including each position held with the same employer. If you need additional space you may copy and attach additional pages.

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities:

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference: YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities:

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference: YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities:

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference: YES NO

Qualifications

Please describe how you meet each of the minimum qualifications on the job description. You may attach a separate sheet of paper if more space is required.

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____ Email: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____ Email: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____ Email: _____

Driving Requirements

If driving is a requirement of the position for which you are applying, a three year motor vehicle report from the Department of Public Safety will be required. Attach motor vehicle reports (MVR's) for all licenses you have held in the last three years to this application.

Disclaimer and Signature

Thank you for completing this application and for your interest in employment with the City of Bee Cave. All qualified persons will receive consideration without regard to race, color, religion, sex, age, national origin, veteran or disabled status (except where age, sex or physical requirement constitute a bona fide occupational qualification).

APPLICANT'S CERTIFICATION:

The information provided in my application for employment is true and correct to the best of my knowledge. I understand that, if employed, false statements or omissions on this application form or any other material required for employment shall be considered sufficient cause for discharge. I authorize the City of Bee Cave to investigate my personal history and/or employment record and to contact any and all references to obtain additional job related information about me. In consideration for the City's acceptance of my application, I release from liability the City of Bee Cave, its officers and employees, and all other persons, corporations and organizations from claims and damages in connection with furnishing such information. I understand that the employment process may include testing and review of my driving record which is on file with appropriate law enforcement agencies. I also agree that if I am employed in a job requiring the operation of a motor vehicle, my failure to maintain an acceptable driving record may result in my discharge. If offered employment by the City, I agree to submit upon request to a medical examination and a drug and/or alcohol test to determine my ability to perform the duties of my position. I understand and acknowledge that employment with the City of Bee Cave is "at will" and that such employment relationship may be ended by the employee or by the City of Bee Cave at any time for any reason or for no reason at all. I further understand and acknowledge that no pre-employment or post-employment discussions or representations may vary the "at will" nature of any employment with the City of Bee Cave.

Signature: _____ Date: _____

(By typing your name, you are authorizing the City of Bee Cave to accept it as your original signature)