



INTERN/VOLUNTEER INFORMATION PAGE

A Supplement to the Application

Thank you for your interest in becoming a **voluntary Intern (not paid) and/or Volunteer** (Intern/Volunteer) with the City of New Braunfels (City); we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in our assessment of you. Please read the following information carefully before completing the Application.

- The City is an **Equal Opportunity Employer** and does not discriminate against any individual 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 forty-eight (48) hours advance notice.
- Please use blue or black ink when completing the Application; print or type only. If an item does not apply, insert "N/A" in the blank.
- The City requires all individuals who wish to be considered for a voluntary Intern/Volunteer position to complete and sign this Application. **A resume may be attached to the application but may not be substituted for the application.** Incomplete applications will not be processed.
- The application form and all attachments become the official property of the City. Any questions or concerns regarding the application process should be directed to the Department you are applying to volunteer in.
- If a deadline is given, completed applications must be received in the Department you will be an Intern/Volunteer for on the date of the deadline given to you by the Department.
- The employment process takes a minimum of one (1) week from the time an application is submitted, or the date of the deadline to apply; however, some positions may take longer. The Department will contact applicants selected for interviews and will make the final decision.
- All information on the application form and/or attachments is subject to verification by the City. As a condition for an Intern/Volunteer position, applicants will be subject to a criminal background check, drug test, and verification/review of driver's license record. Applicants refusing to cooperate, failing to show up for a scheduled appointment and/or failing to successfully pass required tests will be disqualified for consideration with the City for a one (1) year period.
- For information concerning the status of your application, please call the Department during business hours: Monday through Friday, between the hours of 8:00 am and 5:00 pm. Please check the City website for observed holidays.
- Completed applications may be submitted to the Department or to the Human Resources Department in person, by mail, or by fax to:

City of New Braunfels
Human Resources Department
424 S. Castell Avenue
New Braunfels, TX 78130
Fax: (830) 608-2123

<http://www.nbtexas.org/jobs>



INTERN/VOLUNTEER EMPLOYMENT APPLICATION

City of New Braunfels - Human Resources
 424 S. Castell Avenue
 New Braunfels, Texas 78130
 New Braunfels, TX 78131-1747
 (830) 221-4390 (830) 608-2123 FAX
<http://www.nbtexas.org/jobs>

An Equal Opportunity Employer

Department applying for: _____

Check Desired: Intern (voluntary) Volunteer Other: List _____

Contact Name and Phone #: _____

Last Name _____ First Name _____ Middle Name _____

Current Street Address _____ City _____ State _____ ZIP Code _____

Current Mailing Address (if different from above) _____ City _____ State _____ ZIP Code _____

(_____) _____ (_____) _____ (_____) _____

Home Telephone _____ Cell Telephone _____ Work Telephone _____

Last Four Digits of Social Security Number _____ Email (optional) _____

Are you at least 16 years of age? Yes No

Are you legally eligible to work in the U.S.? Yes No (Verification will be required)

Have you ever served in the U.S. Armed Forces? Yes No Date of Service: _____ to _____

Type of Discharge: _____

Have you lived in any state other than Texas? Yes No If yes, please list: _____

Have you ever been employed by the City of New Braunfels? Yes No
 If yes, please provide the following information:

Department	Position	From	To

Are you related by blood or marriage to any current City of New Braunfels employee or City Council member? Yes No

If yes, please provide the following information:

Name	Relationship	Department/Position

Have you been convicted of a DUI or DWI within the past 3 years? Yes No

Has your license been, or is it currently restricted, suspended or revoked? Yes No

Do you have charges pending or have you admitted guilt (including a plea of no contest) or been found guilty, including deferred adjudication, of committing a felony or Class A or B misdemeanor? Yes No

Note: Include offenses for which probation was granted, exclude minor traffic violations, but include DUI/DWI.

If yes, to charges pending or admission of guilt as defined above, provide the following information:

Date	Offense	City, County and State of Offense	Disposition

M.I
First Name
Last Name
PRINT NAME

IMPORTANT! A conviction or deferred adjudication record will not be an absolute bar to employment. Factors such as nature of offense, date and relationship between offense and the position for which you are applying will be considered. **However, a false statement or omission of any information will bar employment.**

Employment History: List the last three (3) employers (including military service). Begin with your present or most recent position.

NOTE: This section must be completed. Additional pages and/or a resume may be attached to show additional positions.

Name of Employer	Supervisor(s) Name/Title
Address	Employment Dates _____ From (mo/yr) _____ To (mo/yr)
City, State, ZIP Code	Current or Ending salary _____ Hourly _____ OR _____ Annual
Supervisor's Telephone	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Position Title	Reason for Leaving

Job Duties (Please summarize duties and responsibilities)

Name of Employer	Supervisor(s) Name/Title
Address	Employment Dates _____ From (mo/yr) _____ To (mo/yr)
City, State, ZIP Code	Current or Ending salary _____ Hourly _____ OR _____ Annual
Supervisor's Telephone	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Position Title	Reason for Leaving

Job Duties (Please summarize duties and responsibilities)

Name of Employer	Supervisor(s) Name/Title
Address	Employment Dates _____ From (mo/yr) _____ To (mo/yr)
City, State, ZIP Code	Current or Ending salary _____ Hourly _____ OR _____ Annual
Supervisor's Telephone	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Position Title	Reason for Leaving

Job Duties (Please summarize duties and responsibilities)

Comments: Include explanation of any gaps in employment: _____

Have you ever been discharged from any employment or been asked to resign in lieu of discharge? Yes No

If yes, specify the employer and circumstances: _____

Education		
List Name and Location of Schools: (Note: Applicants may be required to provide proof of diploma, degree, transcripts and/or registrations.) High School or GED: _____	Circle Highest Grade Completed 1 2 3 4 5 6 7 8 9 10 11 12	Did you graduate or achieve GED? <input type="checkbox"/> Yes <input type="checkbox"/> No
College or University: _____ Subjects Studied: _____	Dates Attended (mo/yr)	Diploma/Degree/Certificate Achieved
College or University: _____ Subjects Studied: _____	Dates Attended (mo/yr)	Diploma/Degree/Certificate Achieved
Vocational or Technical School: _____ Subjects Studied: _____	Dates Attended (mo/yr)	Diploma/Degree/Certificate Achieved

Job Related Skills and/or Licenses and Certifications

List all licenses or certifications you hold or can qualify to hold at this time:

Type	Issuing Entity/Organization	State Issued In	Expiration Date

Driver's License Number _____ License issued by the State of _____ Expires _____

What type of license(s) do you have? Operators A B C M **OR** Commercial (CDL) A B C

What skills or additional training do you have that are related to the job for which you are applying?

Type	Please explain skills or training and list the number of years/months experience
Computer software (Microsoft Office, data entry-type, GIS, etc.)	
Heavy equipment (front end loader, backhoe, etc)	
Maintenance skills (painting, plumbing, custodial, grounds, etc)	
Technical/Skilled craft (mechanic, electrician, engineering, etc)	
Other special skills or training	

Bilingual Skills: Please complete if you speak a language other than English.

Language	Speak	Read	Write
	<input type="checkbox"/> Fluent <input type="checkbox"/> Good <input type="checkbox"/> Fair	<input type="checkbox"/> Fluent <input type="checkbox"/> Good <input type="checkbox"/> Fair	<input type="checkbox"/> Fluent <input type="checkbox"/> Good <input type="checkbox"/> Fair
	<input type="checkbox"/> Fluent <input type="checkbox"/> Good <input type="checkbox"/> Fair	<input type="checkbox"/> Fluent <input type="checkbox"/> Good <input type="checkbox"/> Fair	<input type="checkbox"/> Fluent <input type="checkbox"/> Good <input type="checkbox"/> Fair

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

Please complete for processing criminal background checks only:

Date of Birth: _____

References

List three (3) employment, professional or academic references, unrelated to you, who have knowledge of your professional work experience.

Name	Company Name and Address	Telephone	Relationship

Have you ever used an alias or worked or attended school under any other names? Yes No

If yes, give name(s): _____

Intern/Volunteer Information

Check Desired:

Intern (Voluntary) Volunteer Other: _____

Provide the days and hours you are available: Days: Sun. Mon. Tues. Wed. Thurs. Fri. Sat.
Hours: _____

In case of emergency notify: Name: _____ Phone #: _____
Address: _____

If an internship, complete the following:
Name of Institution you are attending: _____ Major: _____
Start Date and End Date/# of Hours: _____

Institution Contact Name and Phone Number: _____

Please read each statement carefully before signing.

By my signature below, I certify, authorize or acknowledge:

I have read the application and understand the voluntary Intern/Volunteer position for which I am applying and certify that all the information provided by me in connection with my application, whether on this document or any attachment, is complete, true and correct. I know the City of New Braunfels (City) will rely upon this information in making a decision to accept me. Consequently, I further understand that any misstatement, falsification, or omission of information will void my application and prevent any further processing. If the City obtains such information after I am accepted as an Intern/Volunteer, I will be subject to termination from my Intern/Volunteer position with the City, regardless of when and how discovered;

For the purpose of verification, any persons, organizations, and educational institutions listed on this application or any attachment may give any and all requested information concerning my current and/or previous employment, education, experience or other information to the City, and I release all such parties from all liability from any damages which may result from furnishing such information;

As a condition for an Intern/Volunteer position with the City, I must provide legal proof of authorization to work in the United States;

As a condition for an Intern/Volunteer position with the City, I must successfully pass a thorough background investigation, which may include but is not limited to a criminal history check and driving record verification through an investigative agency or bureau selected by and at the expense of the City. I hold the City of New Braunfels harmless for any and all liabilities arising out of its investigation of my application for employment;

As a condition for an Intern/Volunteer position with the City, I may be required to submit to a drug test by a physician or laboratory selected by and at the expense of the City at such time as is required;

Any offer as a voluntary Intern/Volunteer with the City is at-will and does not constitute a promise or guarantee that my voluntary time will continue for any specified period of time. Intern/Volunteer positions with the City is for an indefinite term and either the City or the Intern/Volunteer can terminate at any time, with or without cause, and with or without notice;

I am aware that this application and all attachments will become the property of the City and will become a part of my Intern/Volunteer file if I am accepted. Furthermore, this application and all attachments becomes a public record and are subject to disclosure in compliance with the Open Records Act; and

I understand that if an Intern/Volunteer position is offered, it is my duty and responsibility to inform the hiring department of any necessary change on the information submitted on this application, including but not limited to any criminal charges or traffic violations I may receive from the date below. I understand that the completion of this Application does not guarantee my placement in an Intern/Volunteer position for the City of New Braunfels.

Signature: _____ Date: _____



VOLUNTARY DISCLOSURE STATEMENT

A Supplement to the Intern/Volunteer Application

Please return to Human Resources with your Employment Application.

Last Name

First Name

Middle Name

The City of New Braunfels is an Equal Opportunity Employer and does not discriminate against any individual on the basis of race, color, sex, religion, national origin, age or disability. You are invited to complete the following information to assist us in complying with federal record keeping requirements. Your response shall remain confidential, will remain separate from your application, and shall not affect a decision regarding your employment.

Age: Under 40 Over 40

Sex: Male Female

Race/Ethnic Identification: (check one)

Hispanic or Latino – Includes persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race

White (Not Hispanic or Latino) – Includes persons having any origins in any of the original peoples of Europe, the Middle East, or North America

Black or African American (Not Hispanic or Latino) – Includes persons having origins in any of the Black racial groups of Africa.

Native Hawaiian or other Pacific Island (Not Hispanic or Latino) – Includes persons having origins in any of the original people of Hawaii, Guam, Samoa, or other Pacific Island

Asian – Includes persons having origins in any of the original people of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaska Native – Includes persons having origins in any of the original people of North and South America (including Central America), and who maintains tribal affiliation or community attachments.

Two or More Races – Includes persons who identify with more than one of the specified races.

Veteran Status:

None (includes those with insufficient military service to qualify for Veteran Status)

Non-Disabled Vietnam-era Veteran

Non-Disabled Veteran other than Vietnam Conflict

Disabled Vietnam-era Veteran

Disabled Veteran

American With Disabilities Act (ADA) Status:

Do you have a disability under ADA? Yes No

Disabled means (1) physical or mental impairment that substantially limits one or more life activities, (2) record of such an impairment, or (3) being regarded as having such an impairment.

Education Level: (check your highest level of education)

GED

High School Diploma

Some College Hours

Other _____

Associates Degree

Bachelors Degree

Masters Degree

Ph D