



# Employment Information Page

## AN EQUAL OPPORTUNITY EMPLOYER

Brazos Valley Solid Waste Management Agency, Inc. 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.

## INFORMATION FOR APPLICANTS (READ CAREFULLY)

- Brazos Valley Solid Waste Management Agency, Inc. requires all individuals who wish to be considered for employment to complete and sign an Employment Application form. 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 and may be returned to you for completion. If this occurs, your application may not meet the posted deadline, if applicable.
- A **separate** application form must be submitted for each position for which you are applying. Photocopies may be substituted for an original application form; however, Brazos Valley Solid Waste Management Agency, Inc. will not provide photocopies of applications or resumes.
- Completed applications **must** be received **no later** than 5:00 p.m. on the date of the deadline, if applicable. Application forms postmarked by the deadline will be accepted. Not all positions have a deadline and may be closed at anytime with or without notice.
- The application form and all attachments become the property of Brazos Valley Solid Waste Management Agency, Inc.
- The process may take up to 3 weeks, from the time we receive your application to the time the hiring supervisor makes a decision on scheduling interviews. The process may take longer for some positions. The hiring supervisor will contact applicants selected for interview and make the final hiring decision.
- All information on the application form and/or an attached resume is subject to verification. After a conditional offer of employment is made, a criminal history check, a medical examination, and a drug test will be required for all positions; verification/review of a driver's license record may be administered if it is a requirement of the position. Applicants refusing to cooperate, failing to show up for scheduled appointments and/or failing to successfully pass required tests will be disqualified for consideration of employment with Brazos Valley Solid Waste Management Agency, Inc.

**Note:** This form is fill-able. Resumes may be attached, but all sections of the application should be completed.

### To submit your application:

**Mail to:** P.O. Box 10027, College Station, TX 77842; or

**Fax to:** (979) 764-3534; or

**Email to:** [jespinoza@bvswwa.com](mailto:jespinoza@bvswwa.com) ; or

**Drop-off to:** Twin Oaks Landfill, 2690 State Highway 30, Anderson, TX 77830



# Employment Application

Today's Date:	Position Title Applying For:
Date Available for Work:	Desired Wage/Salary:

## PERSONAL INFORMATION

Name (Last, First, MI)		Other names used on official records (maiden, alias, etc.)	
Present Address	City	State	Zip
Area Code/Home Phone	Area Code/Alternate Phone	E-mail Address	
Driver's License Number	License Class	State	Expiration Date
Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you legally eligible to work in the United States? (Verification will be required upon hire) <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you related to any current BVSWMA employee? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you previously worked for BVSWMA, City of Bryan or City of College Station? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If "Yes", provide their name and relationship to you below:		If "Yes", provide dates of employment, position and department below:	
Have you ever been charged with (or have charges pending for) an offense that resulted in a conviction, probation, community supervision or deferred adjudication? <b>NOTE:</b> This includes DWI, DUI, driving while license suspended, reckless driving and other charges related to driving. <input type="checkbox"/> Yes <input type="checkbox"/> No			
If "yes", please provide the following information: (If more room is needed, provide on back or attach additional pages)			
Date	Nature of Offense	Name of Court	Disposition of Case

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

## EDUCATION

(If hired, applicants may be required to provide applicable copies of diplomas, degrees and /or transcripts.)

Did you graduate high school?  Yes  No      If "No", did you obtain a GED?  Yes  No

List all colleges/universities you have attended. Include post-graduate work.

Name of School	School Address/Location	Attendance Dates		Graduate		Major & Degree Earned
		From	To	Yes	No	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	

List any Trade or Technical that you have attended. Start with the one you last attended.

Name of School	School Address/Location	Attendance Dates		Graduate		Major & Degree Earned
		From	To	Yes	No	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	

## LICENSES, CERTIFICATES & OTHER FORMS OF RECOGNITION

(Applicants may be required to provide copies of licenses and certificates.)

Type of License or Certificate (CPA, Attorney, Operator, etc.)	Issued By (state or other authority)	Expiration Date

## SKILLS

(List all skills you possess and machines or office equipment you can operate or use.)

Office Equipment	
Computer Hardware	
Computer Software	
Heavy Equipment	
Bilingual Skills	
Skilled Craft (mechanic, electrician, etc.)	
Maintenance Skills (painting, custodial, etc.)	
Supervisory/ Management	
Customer Services/Interpersonal Relations	
Other Skills	

## EMPLOYMENT HISTORY

(List positions held in chronological order beginning with the current or most recent employer,,)

From (Mon/Yr)	Employer's Name	Employer's Address (#, Street, City, State, Zip)	Beginning Wage/Salary
To (Mon/Yr)	Job Title	Employer Area Code/Telephone	Ending Wage/Salary
Supervisor's Name & Job Title		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Briefly describe job duties			
Reason(s) for leaving or desiring change			
From (Mon/Yr)	Employer's Name	Employer's Address (#, Street, City, State, Zip)	Beginning Wage/Salary
To (Mon/Yr)	Job Title	Employer Area Code/Telephone	Ending Wage/Salary
Supervisor's Name & Job Title		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Briefly describe job duties			
Reason(s) for leaving or desiring change			
From (Mon/Yr)	Employer's Name	Employer's Address ((#, Street, City, State, Zip)	Beginning Wage/Salary
To (Mon/Yr)	Job Title	Employer Area Code/Telephone	Ending Wage/Salary
Supervisor's Name & Job Title		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Briefly describe job duties			
Reason(s) for leaving or desiring change			
From (Mon/Yr)	Employer's Name	Employer's Address ((#, Street, City, State, Zip)	Beginning Wage/Salary
To (Mon/Yr)	Job Title	Employer Area Code/Telephone	Ending Wage/Salary
Supervisor's Name & Job Title		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Briefly describe job duties			
Reason(s) for leaving or desiring change			
From (Mon/Yr)	Employer's Name	Employer's Address (#, Street, City, State, Zip)	Beginning Wage/Salary
To (Mon/Yr)	Job Title	Employer Area Code/Telephone	Ending Wage/Salary
Supervisor's Name & Job Title		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Briefly describe job duties			
Reason(s) for leaving or desiring change			
Explain any gaps in employment history here:			

## Employment, Professional, and/or Academic References

(Please do not list family/ friends as a reference.)

Name		Years Known
Organization Where Person Is Employed	Address of Company or Person	Area Code/Phone Number
How do you know this person?		
Name		Years Known
Organization Where Person Is Employed	Address of Company or Person	Area Code/Phone Number
How do you know this person?		
Name		Years Known
Organization Where Person Is Employed	Address of Company or Person	Area Code/Phone Number
How do you know this person?		

**Permission is granted to contact the above references other than current employer:**  Yes  No

**Permission is granted to contact current employer:**  Yes  No

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

I understand all the information provided by me in connection with my application, whether on this document or on any attachment, is complete, true and correct. I know the agency will rely upon this information in making a decision to hire me. Consequently, I further understand that any misstatement, falsification, or omission of information will void my application and prevent any further processing. If the agency obtains such information after I am hired, I will be subject to termination.

I understand that my employment is contingent upon the satisfactory completion of verification of information contained in this application, a background check which may include criminal history and driving record verification, etc.

I understand that I may be required to submit to a medical examination and/or test for drugs and/or alcohol by a physician and laboratory selected by and at the expense of Brazos Valley Solid Waste Management Agency, Inc. at such time(s) as is required.

I also understand that should I be employed, I will be required in accordance with the Immigration Reform and Control Act of 1986 (IRCA), to provide, on my first day of employment, documents providing proof of my identity and employment eligibility status. I acknowledge that this verification is a condition of employment and that failure to comply will void my offer of employment.

I understand that should I be employed by Brazos Valley Solid Waste Management Agency, Inc., my employment is "at will". This means that either party may end the relationship at any time, with or without notice, as prescribed by the Agency's policy. There is no promise or guarantee that my employment will continue for any specified period of time.

I agree that 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 previous employment, education, experience or other information to Brazos Valley Solid Waste Management Agency, Inc.

I have read and understand the provisions outlined above and affirm that the information contained in this application is accurate and complete, and is subject to verification by the Brazos Valley Solid Waste Management Agency. I understand that any false information, omissions of facts or misrepresentations may disqualify me from employment with Brazos Valley Solid Waste Management Agency, Inc. or if hired, immediate discharge from employment.

**Note: Handwritten signature required.**

➤ \_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date