

# GUADALUPE-BLANCO RIVER AUTHORITY

AN EQUAL OPPORTUNITY EMPLOYER  
EMPLOYMENT APPLICATION  
(All Medical Information Will Be Treated Confidentially)

Position you are applying for: \_\_\_\_\_

## Personal Information

Name \_\_\_\_\_  
First Middle Last

Address \_\_\_\_\_  
Box or Street City State Zip

Phone # \_\_\_\_\_ Social Security # \_\_\_\_\_  
Home Office Other

Drivers License # \_\_\_\_\_ Exp Date \_\_\_\_\_ Type/Class \_\_\_\_\_  
(Used to obtain driver's license check pursuant to Section 37, Article, 6687B, V.T.C.S.)

Presently Employed?  Yes or  No May we contact your present employer?  Yes or  No

## Education and Training

	Name of School	Major Course of Study	Graduated Yes/No
High School			
College			
Post Graduate Work			
Trade or Business School			

## Special Training

Indicate any special training or certifications you have received: \_\_\_\_\_

## Special Skills

List and describe any special skills you may have such as office machines, machine operator, computer programmer, heavy equipment operator, etc: \_\_\_\_\_

## Military Service

Branch of Service \_\_\_\_\_ Time in Service \_\_\_\_\_ Rank at Discharge \_\_\_\_\_ Reserve Status \_\_\_\_\_

Service Duties \_\_\_\_\_

Service Schools \_\_\_\_\_

## Employment Record (Starting with most recent employer)

1. Present or last position: \_\_\_\_\_

Description of duties: \_\_\_\_\_

Name of Employer \_\_\_\_\_ Address \_\_\_\_\_

Dates: From \_\_\_\_\_ To \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Name and title of supervisor \_\_\_\_\_ Phone # \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

2. Prior position: \_\_\_\_\_

Description of duties: \_\_\_\_\_  
\_\_\_\_\_

Name of Employer \_\_\_\_\_ Address \_\_\_\_\_

Dates: From \_\_\_\_\_ To \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Name and title of supervisor \_\_\_\_\_ Phone # \_\_\_\_\_

Reason for Leaving \_\_\_\_\_  

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3. Prior position: \_\_\_\_\_

Description of duties: \_\_\_\_\_  
\_\_\_\_\_

Name of Employer \_\_\_\_\_ Address \_\_\_\_\_

Dates: From \_\_\_\_\_ To \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Name and title of supervisor \_\_\_\_\_ Phone # \_\_\_\_\_

Reason for Leaving \_\_\_\_\_  

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4. Prior position: \_\_\_\_\_

Description of duties: \_\_\_\_\_  
\_\_\_\_\_

Name of Employer \_\_\_\_\_ Address \_\_\_\_\_

Dates: From \_\_\_\_\_ To \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Name and title of supervisor \_\_\_\_\_ Phone # \_\_\_\_\_

Reason for Leaving \_\_\_\_\_  

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5. Prior position: \_\_\_\_\_

Description of duties: \_\_\_\_\_  
\_\_\_\_\_

Name of Employer \_\_\_\_\_ Address \_\_\_\_\_

Dates: From \_\_\_\_\_ To \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Name and title of supervisor \_\_\_\_\_ Phone # \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**Personal References**

List below the names of 3 people with whom you are acquainted. Business addresses and phone numbers are preferred. Do not list relatives.

	Name	Address	Phone #	Occupation
1				
2				
3				

**Additional Remarks**

1. Have you ever been convicted, plead guilty or plead nolo contendere to a felony?  Yes or  No

If yes, explain:

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2. Give any additional information that might help us evaluate your qualifications:

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I declare all statements contained herein to be true and correct to the best of my knowledge. I understand that if employed, any misstatement or omission of fact on this application may be considered cause for dismissal.

I understand that the successful completion of a medical examination (including a drug and alcohol screen) is required by GBRA as a condition of employment. I understand that if hired, my employment will be for an indefinite time and that my employment may be terminated for any reason at any time without advance notice. I understand that GBRA may amend, modify or revoke any of its rules, regulations or employment policies at any time. I understand that the rules, regulations or employment policies of GBRA do not create a personal contract of employment. I have read this entire application and understand its terms.

I authorize GBRA to communicate with schools, references, former employers (unless otherwise noted), and any others whom it desires, and agree to hold such persons harmless with respect to any information they may give.

Applicant Name \_\_\_\_\_ Date \_\_\_\_\_

Applicant Signature \_\_\_\_\_

<b>FOR HUMAN RESOURCES USE ONLY</b>		
Position _____	Drug ____/____/____	Start Date ____/____/____
HR Interview ____/____/____	Physical ____/____/____	Salary _____
HM Interview ____/____/____	Worksteps ____/____/____	Location _____

**Guadalupe-Blanco River Authority**  
AN EQUAL OPPORTUNITY EMPLOYER  
**NOTICE TO APPLICANTS FOR EMPLOYMENT**

Please read carefully and ask questions about any part of this form that you do not completely understand.

GBRA requires certain information and tests of applicants for employment. Only information that is necessary for work purposes will be required and all medical information will be kept confidential.

1. **Employment Application:** A completed and signed application form is required prior to employment.
2. **Reference Check** of previous employers or other contacts provided by the applicant, including the optional possibility of background investigation and credit checks for employees who will handle cash or supplies, will be completed by GBRA.
3. **Pre-Employment Drug Screening Tests** are required for all prospective employees. Additional examinations and tests may be required for some positions and as part of investigations.
4. **Physical Examinations** by a qualified medical doctor selected by GBRA are required for all prospective employees following conditional offer of employment.
5. **Driving Record:** A check of the driving record for all employees will be required.
6. **Tests:** Job-related test(s) may be requested of applicant to determine the applicant's qualifications for a current or future job.
7. **Other Information:** Additional information may also be requested as required to select the applicant best suited for a position or to complete an investigation for violations of policy or work rules.

The information listed above was reviewed by the applicant whose signature appears below. Their signature indicates their understanding of the information and agreement to provide requested data and or participate in required tests. Failure to do so will be considered reasonable grounds for disqualification as an applicant.

Applicant Name \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
GBRA Representative

We hope all applicants will understand that all requested information is for the purpose of providing a safe and secure work place and selecting employees well suited to serve our customers.

Upon completion of this form, sign where indicated. Mail or fax back.

Mail to: GBRA; 933 E. Court St.; Seguin, TX 78155, Attn: HR.

Fax to: 830-379-9923



## **DISCLOSURE REGARDING BACKGROUND CHECK**

The Guadalupe-Blanco River Authority ("the Company") may obtain information about you from a third party consumer reporting agency for employment purposes. Thus, you may be the subject of a "consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living. These reports may contain information regarding your criminal history, social security verification, motor vehicle records ("driving records").

You have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you and to request a copy of your report. These searches will be conducted by **IntelliCorp, 3000 Auburn Drive, Suite 410, Beachwood, Ohio 44122; Tel. No. 1.888.946.8355; [www.intellicorp.net](http://www.intellicorp.net)**.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**ACKNOWLEDGMENT AND AUTHORIZATION FOR BACKGROUND CHECK**

I acknowledge receipt of the separate stand alone Disclosure and certify that I have read and understand it and this authorization. I hereby authorize the obtaining of “consumer reports” and/or “investigative consumer reports” by the Guadalupe-Blanco River Authority at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by **IntelliCorp Records, Inc., 3000 Auburn Drive, Suite 410, Beachwood, Ohio 44122; Tel. No. 1.888.946.8355; [www.intellicorp.net](http://www.intellicorp.net)**.

I do \_\_\_\_\_ do not \_\_\_\_\_ authorize you to contact, through IntelliCorp Records, Inc., *my current* employer for Employment and Reference Verifications. (Checking “**I do**” will authorize inquiries to the Human Resources Department and to any listed supervisors.)

I also consent to have any legally required notices sent electronically.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Legal Guardian Signature  
(for searches conducted on minors under  
the age of 18)

\_\_\_\_\_  
Date

## PERSONAL DATA

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Last Name

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First Name

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Middle Name

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Current Address

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Dates Lived Here

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Date of Birth

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Other Names Used (including maiden name)

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Years Used

---

Social Security Number

---

Driver's License #

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DL State

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Email address (may be used for official correspondence)



*Para información en español, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.*

## **A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer

reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- The following FCRA right applies with respect to nationwide consumer reporting agencies:

#### **CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE**

**You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization.** The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is

placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:**

<b>TYPE OF BUSINESS:</b>	<b>CONTACT:</b>
<p>1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552</p> <p>b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act.</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Financial Protection (OCFP) Division of Consumer Compliance Policy and Outreach 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement &amp; Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p>
<p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., Suite 8200 Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>