



THE PORT ARTHUR CONVENTION
AND VISITORS BUREAU
APPLICATION FOR EMPLOYMENT

For CVB Use Only

Date received _____

Time received _____

Received by _____

Job Applicant No. _____

3401 Cultural Center Drive
(409) 985-7822
www.visitportarthurtx.com

PRINT IN BLACK INK OR TYPE. These instructions must be followed exactly. Fill out application form completely. If questions are not applicable, enter "NA." Do not leave questions blank. Be sure to sign when completed. The Port Arthur CVB is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. Resumes will not be accepted in lieu of applications, unless specifically stated in the job vacancy notice.

NAME (Last) (First) (Middle) () (Daytime Phone)

MAILING ADDRESS (Street) (City) (State) (Zip) (Country) () (Work Phone, Optional)

E-MAIL ADDRESS

List any other names used if different from name on this application.

Are you currently employed? If so, where? Which CVB Job? Closing Date

IF so, may we inquire of your present employer? Do you have any relatives past or present working for this agency? If so, please list names and relationships:

Full-Time ☐ Part-Time ☐ Summer ☐ Temp/Project ☐ Date available for work? Are you at least 17 years of age? Yes ☐ No ☐

Are you willing to work hours other than 8-5? Yes ☐ No ☐ Social Security Number:

Are you willing to travel? Yes ☐ No ☐

Current Driver's License # (if required for position) (State) (Number) Commercial Driver's License Yes ☐ No ☐

Are you prevented from lawfully becoming employed in this country because of VISA or Immigration Status?

Have you ever been convicted of a felony or subjected to deferred adjudication on a felony charge? Yes ☐ No ☐ If your answer is "Yes," explain in concise detail on a separate page, giving dates and nature of the offense, name and location of the court, and disposition of the case(s). A conviction may not disqualify you, but a false statement will. Note: Some state agencies may require additional information related to convictions of misdemeanors.

EDUCATION (NOTE: Applicants may be required to provide proof of diploma, degree, transcripts, licenses, certifications, and registrations.)

High School Graduate or GED? Yes ☐ No ☐ If yes, name and location of high school or GED institute:

Type of School	Name and Location of School	Dates Attended				Date Graduated	Expected Graduation Date	Sem/Clock Hours Completed	Type of Diploma or Degree	Major/Minor Fields of Study
		From		To						
		Mo.	Yr.	Mo.	Yr.					
Undergraduate Colleges or Universities										
Graduate Schools										
Technical or Vocational Schools										

AN EQUAL OPPORTUNITY EMPLOYER

If a license, certificate, or other authorization is required or related to the position for which you are applying, complete the following:

LICENSE/CERTIFICATION (P.E., R.N., Attorney, C.P.A., etc.)	Date issued	Date expires	Issued by/Location of issuing authority (State or other authority) (City & State)	License No.

Special Training/Skills/Qualifications: List all job-related training or skills you possess and machines or office equipment you can use, such as calculators, printing or graphics equipment, computer equipment, types of software and hardware. (Attach additional page, if necessary.)

Approximately how many words per minute do you type? _____

Sign Language (If required for this position) Yes ☐ No ☐

Are you a certified interpreter? Yes ☐ No ☐

Do you speak a language other than English? (If required for this position) Yes ☐ No ☐

If yes, what language(s) do you speak? _____

How fluently? Fair ☐ Good ☐ Excellent ☐

Do you write in a language other than English? (If required for this position) Yes ☐ No ☐

If yes, which language(s) _____

Have you ever been employed by the city of Port Arthur? ☐ Yes ☐ No

Are you currently employed by the city of Port Arthur? ☐ Yes ☐ No

If you have been previously employed by the City of Port Arthur or affiliated organizations, list the department/agencies:

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY SIGNING IN THE SPACE PROVIDED

1. I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, misrepresentation, falsification, or omission of information may be grounds for refusal to hire or, if hired, termination.
2. I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the U.S.
3. I understand that some local and state agencies will check with the Texas Department of Public Safety, the Federal Bureau of Investigation or other organizations, current or past employers or any other individuals for any criminal history, educational institutions, driving records, employment history and other agencies and individuals duly credited, in accordance with applicable statutes.
4. I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from any damages which may result from furnishing such information to you.
5. I understand that acceptance may be conditioned on my passing a mandatory background check and drug screening.
6. I understand that nothing said or implied during the application process should be deemed to constitute the terms of a contract.

**THIS APPLICATION MUST BE
SIGNED**

SIGN HERE:

X

Signature – Applicant

Date

EMPLOYMENT HISTORY

This information will be the official record of your employment history and must accurately reflect all significant duties performed. Summaries of experience should clearly describe your qualifications.

1. Include ALL employment. Begin with your current or last position and work back to your first. Employment history should include **each position** held, even those with the same employer.
2. **EMPLOYER ADDRESSES MUST BE COMPLETE MAILING ADDRESSES, INCLUDING ZIP CODE.**
3. Answer all questions and completely summarize your experience including technical and managerial responsibilities and any special training, skills and qualifications for each position you have held.

If you need additional space to adequately describe your employment history, you may use this employment history sheet or attach a typed employment history providing the same information in the same format as this application form.

Name

Last

First

Middle

Position Title: Employer: Mailing Address: City & State/ZIP: Employer's Telephone No.:						Immediate Supervisor Name: Title: Supervisor's Telephone No.:		Full-Time ☐ Part-Time ☐ Summer ☐ Temp/Project ☐ Give average # of hours worked per week if part-time:
Starting Date			Leaving Date			Current/ Final Salary	Technical ☐ Non-Managerial ☐ Supervisory/Managerial ☐	If supervisory, number of employees you supervised:
Mo.	Day	Yr.	Mo.	Day	Yr.	\$		

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

Specific reason for leaving:

Position Title: Employer: Mailing Address: City & State/ZIP: Employer's Telephone No.:						Immediate Supervisor Name: Title: Supervisor's Telephone No.:		Full-Time ☐ Part-Time ☐ Summer ☐ Temp/Project ☐ Give average # of hours worked per week if part-time:
Starting Date			Leaving Date			Current/ Final Salary	Technical ☐ Non-managerial ☐ Supervisory/Managerial ☐	If supervisory, number of employees you supervised:
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Mo.	Day	Yr.	Mo.	Day	Yr.		Non-managerial ☐		
						\$	Supervisory/Managerial ☐		

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						\$	Supervisory/Managerial ☐		

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

Specific reason for leaving:

REFERENCES

Please list three professional references, not related to you

Full Name

Relationship

Company

Phone

Address

Full Name

Relationship

Company

Phone

Address

Full Name

Relationship

Company

Phone

Address

15. How did you **first** find out about this job?

- | | | |
|---|---|---|
| ☐ 01 - Other CVB/Destination | ☐ 06 - Newspaper _____
Name of Newspaper | ☐ 11 - WorkInTexas.com |
| ☐ 02 - Job Fair | ☐ 07 - College/University Career Day | ☐ 12 - Other (specify): _____ |
| ☐ 03 - Professional Publication | ☐ 08 - Human Resource/Personnel Office | |
| ☐ 04 - Recruitment Poster | ☐ 09 - Referred by a Friend | |
| ☐ 05 - Social Media | ☐ 10 - Agency Web Site - Internet | |

X

Signature – Applicant

Date

The Port Arthur CVB is not a City Department