

Pineywoods Groundwater Conservation District
INFORMATION FOR APPLICANTS
February 14, 2025

Applications

Applications are available at the District office, Room 134, located 202 East Pilar, Nacogdoches, Texas 75961. Resumes may be accepted in addition to the application form. Further processing will require the completion of an application form. Contact the District at (936) 568-9292 to request an application be sent by mail or fax.

Applications will also be available in a PDF format on the District's website at:

www.pgcd.org

You can view the PDF format with Adobe Acrobat Reader. If you do not have this free reader, go to www.adobe.com and download it.

Public Service Positions

Pineywoods GCD accepts applications for Public Service positions that are available. The District does not retain applications for further review once an opening has been filled. Should a similar opening occur, a new application must be submitted.

Testing

Pre-employment qualification assessment testing may be required for vacant positions including, but not limited to, written tests and skills tests. Information about testing will be provided to the applicant once a test is scheduled.

Interviews/Qualifications/Position Status

Qualifications given in the job opportunities list represent only the minimum qualifications necessary to perform the job. A job description for positions is available upon request.

It may not be possible for the District to personally interview every applicant. Interview preference is given to the most qualified applicants based on the information provided on the application. Applicants may check the status of a position by contacting the District office at (936) 568-9292.

**SELECTION AND PROMOTION
PERSONAL DATA**

DISCLAIMER: This information does not become part of the hiring process, nor will the information be considered by those involved in the hiring process. The data is being collected for EEO reporting purposes.

Name (please type or print)	Social Security No.	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth	Age
Ethnic Origin				
<input type="checkbox"/> American Indian / Alaskan Native <input type="checkbox"/> Asian / Pacific Islander <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> White				

Are you presently an employee of the District?

Date of Application	
Position Applied for	

Signature – Applicant

Date

Driver's License No. _____

Remarks: _____

FOR DISTRICT USE ONLY	
Possible Work Locations	Possible Positions

APPLICATION FOR EMPLOYMENT
Pineywoods Groundwater Conservation District
 202 E .Pilar Street, Room #132
 P.O. Box 635187
 Nacogdoches, TX 75963-5187
www.pgcd.org
(PLEASE PRINT PLAINLY)

FOR DISTRICT USE ONLY	
Work Location_____	Rate_____
Position_____	Date_____

To Applicant for position with the Pineywoods GCD: We deeply appreciate your interest in our District and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications *and* may assist us in possible future upgrading. You may attach additional pages as necessary.

PERSONAL

Date_____

Name_____ Social Security No._____

Last First Middle

Mailing Address_____ Telephone No._____

No. Street City State Zip

Are you legally eligible for employment in the U.S.A.? _____ State Age if under 18 or over 70._____

What method of transportation will you use to get to work? _____

Position(s) applied for_____ Rate of pay expected \$_____per week

Would you work Full-Time _____ Part-Time _____ Specify days and hours if part-time _____

Were you previously employed by us? _____ If yes, when? _____

If your application is considered favorably, on what date will you be available for work? _____ 20_____

Are there any other experiences, skills, or qualifications which you feel would especially fit you for work with our organization?

EDUCATION

School	Name and Location of School	Course of Study	Circle Last Year Completed				Did You Graduate? (Circle one)		List Diploma or Degree
			1	2	3	4	Yes	No	
High			1	2	3	4	Yes	No	
College			1	2	3	4	Yes	No	
Other (specify)			1	2	3	4	Yes	No	

JOB SKILLS

List the **number of years** of work experience you have in the following job skills:

Management	Supervisory	Clerical	Data Processing	Word Processing	Spreadsheets	Other
Accounting	Typing Speed _____wpm	Ten Key by Touch	GIS	Mapping	Other	Other
List Foreign Language(s)		Speak <input type="checkbox"/> fair <input type="checkbox"/> good <input type="checkbox"/> excellent	Read <input type="checkbox"/> fair <input type="checkbox"/> good <input type="checkbox"/> excellent	Write <input type="checkbox"/> fair <input type="checkbox"/> good <input type="checkbox"/> excellent		

List below all present and past employment, beginning with your most recent

I

Name and Address of Company and Type of Business	From		To		Describe the work you did	Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.					
Telephone									

II

Name and Address of Company and Type of Business	From		To		Describe the work you did	Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.					
Telephone									

III

Name and Address of Company and Type of Business	From		To		Describe the work you did	Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.					
Telephone									

IV

Name and Address of Company and Type of Business	From		To		Describe the work you did	Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.					
Telephone									

May we contact the employers listed above? _____ If not, indicate by No. which one(s) you do not wish us to contact _____

PERSONAL REFERENCES (Not Former Employers or Relatives)

Name and Occupation	Address	Phone Number

MILITARY SERVICE RECORD

Were you in U.S. Armed Forces? Yes _____ No _____ If yes, what Branch? _____

Dates of duty: From _____ To _____ Rank at discharge _____

List duties in the service including special training _____

Have you taken any training under the G.I. Bill of Rights? _____ If yes, what training did you take? _____

List any other names you have used in the past _____

PLEASE READ AND SIGN BELOW

The facts set forth in my application for employment are true and complete. I understand that if employed by this District, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice.

In making this application for employment with the city I authorize you to make an investigative consumer report whereby information is obtained through personal interviews with my neighbors, friends, or others with whom I am acquainted. This inquiry, if made, may include information as to my character, general reputation, personal characteristics and mode of living. I understand that I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the Nature and scope of any such investigative report that is made.

Signature of Applicant

To Applicant for the Pineywoods GCD: READ THIS INTRODUCTION CAREFULLY BEFORE ANSWERING ANY QUESTIONS IN THIS BLOCKED OFF AREA. The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal law also prohibits discrimination on the basis of age with respect to certain individuals. The laws of most States also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based upon ancestry, marital status or physical or mental handicap or disability.

DO NOT ANSWER ANY QUESTION CONTAINED IN THIS BLOCKED-OFF AREA UNLESS THE EMPLOYER HAS CHECKED THE BOX NEXT TO THE QUESTION, thereby indicating that for the position for which you are applying the requested information is needed for a legally permissible reason, including, without limitation, national security requirements, a bona fide occupational qualification or business necessity.

How long have you lived at present address? _____

Previous address _____ How long did you live there? _____
No. Street City State Zip

Are you over the age of eighteen? _____ If no, hire is subject to verification that you are of minimum legal age.

How do you wish to be addressed? Mr. _____ Mrs. _____ Miss _____ Ms. _____

Sex: M _____ F _____ Height: _____ ft. _____ in. Weight: _____ lbs.

Marital Status: Single _____ Engaged _____ Married _____ Separated _____ Divorced _____ Widowed _____

Date of Marriage _____ Number of dependents including yourself _____ Are you a citizen of the U.S.A? _____

What is your present Selective Service Classification? _____

Indicate dates you attended school:

Elementary _____ High School _____ College _____
From To From To From To

Other (Specify type of school) _____

Have you ever been bonded? _____ If yes, on what jobs? _____

Have you ever been convicted of a crime, excluding misdemeanors and summary offenses, in the past years which has not been annulled or expunged or sealed by a court? _____ If yes, describe in full _____

Have you had a major illness in the past 5 years? _____ If yes, describe _____

Have you received compensation for injuries? _____ If yes, describe _____

Employer may list other bona fide occupational questions on lines below:

TERMS AND CONDITIONS OF EMPLOYMENT

The Pineywoods GCD is an equal opportunity employer, and selects the best matched individual for the job based upon job related qualifications, regardless of race, color, creed, sex, national origin, age, handicap or other protected groups under state, federal or local Equal Opportunity Laws.

I UNDERSTAND AND AGREE THAT:

1. Any material misrepresentation or deliberate omission of a fact in my application may be justification for refusal of, or if employed, termination from employment.
2. I agree that my employment may be terminated by the Pineywoods GCD at any time without liability for wages or salary except such as may have been earned at the date of such termination. If requested by the management at any time, I agree to submit to search of my person or of any locker that may be assigned to me, and I hereby waive all claims for damages on account of such examination. I authorize any physician or hospital to release any information which may be necessary to determine my ability to perform the duties of a job I am being considered for prior to employment or in the future during my employment with the Pineywoods GCD.
3. I consent to a medical or psychological exam and any future exams or tests as required or requested by the Pineywoods GCD.
4. Although management makes every effort to accommodate individual preferences, business needs may at times make the following conditions mandatory; overtime, shift work, a rotating work schedule, or a work schedule other than Monday through Friday. I understand and accept these as conditions of my employment.

I further understand that this is an application for employment and that no employment is being offered.

I understand that if I am employed, such employment is for no definite period of time and that the Pineywoods GCD can change wages, benefits, and conditions at any time.

I have read and understand the above.

Date: _____ Signature: _____

FOR INTERVIEWER'S USE

INTERVIEWER	DATE	COMMENTS