

PRE-APPLICATION SURVEY

Welcome to the City of Irving and thank you for taking the time to explore employment opportunities. We are a dynamic organization full of leaders dedicated to maintaining progressive momentum. Any position within the city comes with leadership expectations, responsibilities in the strategic plan, and the ability to grow and learn in a progressive environment.

Every Irving team member is held to a high standard of professionalism and leadership by promoting communication, positive attitude, respect, and team work with countless opportunities for growth and continuous learning. Before beginning the employment application, please review our vision, mission, and value statements and complete the pre-application survey. All of these items give interested applicants insight into the organizational culture and the expectations placed on every member of our team.

Following are the mission, vision and value statements as well as a list of questions that will give a strong indication about the appropriate placement in the organization. Once you complete the survey, please proceed with the employment application.

Mission

Deliver exceptional services and promote a high quality of life for residents, visitors and businesses.

Vision

Irving will be the model for safe and beautiful neighborhoods, a vibrant economy, and exceptional recreational, cultural and educational opportunities.

Values

- We exhibit personal integrity with every decision.
- We serve by leading and lead by serving.
- We show a high level of respect and concern for our coworkers and customers.
- We encourage creativity and innovation to improve our effectiveness.
- We learn and grow in a progressive work environment.
- We excel through desire, determination and dedication.

Before beginning the employment application, please complete the pre-application survey. This survey provides a forum for interested applicants to answer questions directly tied to our organizational culture. This information is not part of the application; however, it may be referenced in the interview process. Please read through the statements below and select the answer that most accurately reflects your leadership style. A response must be provided for each item below.

	Never	Seldom	Sometimes	Most of the time	Always
1) Attaining results requires focus.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) A respectful and positive attitude is the basis for a team environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) Providing an exceptional level of customer service is a personal value.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4) Taking direction from a team leader is easy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5) Being a highly active and responsible team member is critical for success.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6) Leading projects cultivates excitement, creativity and opportunities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7) Concerns, ideas and information should be communicated to supervisors and team members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8) High importance should be placed on respect.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9) Being competent is critical to quality work products.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10) All team members must be held accountable for behavior, professionalism and work product.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name _____
Last
First

825 West Irving Boulevard, Irving TX 75060

FOR OFFICE USE ONLY
Do not write in this space

POSITION *(To be considered for more than one position at a time, submit separate application for each.)*

Please PRINT OR TYPE all information. Omissions and/or false information are cause for rejection or dismissal.

Name _____
Last First Middle Former Last Name(s)

Address _____
Number Street Apt. No. City State Zip Code

Home Telephone () _____ Alternate Telephone () _____

Social Security No. * _____ Do you have a valid Texas Driver's License? Yes No

Driver's License No. _____ State _____ Year Expires _____ Class _____ CDL? Yes No

Have you been convicted of , or pled guilty or no contest to, a felony; or received probation or deferred adjudication when charged with a felony? Yes No

If "yes", date _____ City/State _____

Charge _____ Disposition _____
(Punishment/Sentence)

Are you related to any member of the Irving City Council or any current City of Irving employee? Yes No

If "yes", name and relationship? _____

Have you previously worked or do you currently work for the City of Irving? Previous Current No

Education

Name and City/State of High School (GED) and College/Trade School	Major	Credit Hours Completed	Diploma or Degree Received
High School or Equivalent	N/A	N/A	
College, University or Trade School			
College, University or Trade School			
College, University or Trade School			
College, University or Trade School			

Computer Knowledge

Windows PC Macintosh Programming language(s) utilized _____

Software utilized _____

Additional Qualifications

Please list any additional qualifications that may pertain to the job for which you are applying, such as bilingual skills, certification(s), etc.

*Privacy Act of 1974 Disclosure **AUTHORITY:** Management Operations, City of Irving. **ROUTINE USES:** The SSN is used to identify and track the applications. **PURPOSE:** Tracking of Employment Applications. **DISCLOSURE:** Voluntary.

Employment History

List all jobs (including military service) beginning with your most recent employer. Use additional pages as necessary.

Employer _____ From _____ To _____
Address _____
Telephone () _____ Supervisor _____ Ending Salary _____
Position title _____ Duties _____

Full-time Part-time Reason for leaving _____

If still employed, may we contact this employer? Yes No

Employer _____ From _____ To _____
Address _____
Telephone () _____ Supervisor _____ Ending Salary _____
Position title _____ Duties _____

Full-time Part-time Reason for leaving _____

Employer _____ From _____ To _____
Address _____
Telephone () _____ Supervisor _____ Ending Salary _____
Position title _____ Duties _____

Full-time Part-time Reason for leaving _____

Employer _____ From _____ To _____
Address _____
Telephone () _____ Supervisor _____ Ending Salary _____
Position title _____ Duties _____

Full-time Part-time Reason for leaving _____

I have reviewed the minimum qualifications for the position for which I am applying. I am aware that this application may be subject to public disclosure unless an exception under the Texas Open Records Act is applicable.

I understand that neither this employment application nor any other document constitutes a contract of employment, and that any individual who is hired may voluntarily leave the employment of the City of Irving at any time and (excluding civil service employees) may be terminated by the City of Irving at any time with or without cause. I also understand that any oral or written statements to the contrary are expressly disavowed and should not be relied upon by any applicant or existing employee. I further understand that any salary, benefit, or working condition (including hours worked and work schedule) in effect at the time of my application or employment may be changed or eliminated at any time at the discretion of the City of Irving.

I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and are made by me in good faith. I understand that any misstatement or omission of material facts in this application (or in any information I have submitted) may be cause for rejection of this application or for my dismissal. I authorize investigation of my work history, driving and credit records if necessary, educational and criminal history, and contact with references and previous employers.

I hereby release, indemnify, and hold harmless any government entity, employer, and person furnishing or receiving records and information about me.

Applicant Signature _____ Date _____

