



## EMPLOYMENT INFORMATION PAGE

A supplement to the  
Employment Application

Thank you for your interest in employment with the City of La Vernia (City); we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in our assessment of you. Please read the following information carefully before completing the Employment Application.

- The City is an **Equal Opportunity Employer** and does not discriminate against any individual 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 forty-eight (48) hours advance notice.
- Please use blue or black ink when completing the Employment Application; print or type only. If an item does not apply, insert "N/A" in the blank.
- The City requires all individuals who wish to be considered for employment to complete and sign an Employment Application. **A resume may be attached to the application but may not be substituted for the application.** Incomplete applications will not be processed.
- The application form and all attachments become the official property of the City. Any questions or concerns regarding the application process should be directed to the appropriate Department.
- If a deadline is given for a position vacancy, completed applications must be submitted to City Hall by 5:00 PM on the date of the deadline to apply.
- The employment process takes a minimum of three (3) weeks from the time an application is submitted, or the date of the deadline to apply; however, some positions may take longer. The hiring department will contact applicants selected for interviews and will make the final hiring decision.
- All information on the application form and/or attachments is subject to verification by the City. As a condition of employment, applicants will be subject to a criminal background check, drug test, and verification/review of driver's license record. Applicants refusing to cooperate, failing to show up for a scheduled appointment and/or failing to successfully pass required tests will be disqualified for consideration of employment with the City for a one (1) year period.
- Completed application may be submitted to City Hall by email, fax, or in person to:

City of La Vernia  
102 E. Chihuahua St.  
P.O. Box 225  
La Vernia, Texas 78121  
Email: [bporter@lavernia-tx.gov](mailto:bporter@lavernia-tx.gov)  
Fax: 830-253-1198  
<http://www.lavernia-tx.gov>