



**EMPLOYMENT OPPORTUNITY
WITH THE
CITY OF LA MARQUE**

POSITION AVAILABLE: SUMMER INTERNSHIP

GENERAL DESCRIPTION:	Applicant will spend time working on relevant projects, learning about the field of a Department and making City connections. Also, will fulfill tasks set out by supervisor of department which applicant applied. This internship will help the applicant in learning: Work Ethic Ability to Problem Solve Working Independently This job is a temporary period of six weeks beginning June 13, 2022 as assigned per shift.
MINIMUM TRAINING/EXPERIENCE:	<ul style="list-style-type: none">• Live in the City of La Marque;• Must have reliable transportation to and from work Monday for all assigned shifts.;• Currently enrolled in High School at the time of application with a minimum of 2.5 GPA;• Must be between 16-19 years of age.
SALARY:	\$10.00 per hour
DEADLINE:	Open Until Filled

An application must be completed and may be obtained on the City's website at www.cityoflamarque.org The application is attached to the job posting. City of La Marque is an Equal Opportunity Employer (EOE). Go to the "Employment" tab to print an Employment Application. Employment Applications may be hand delivered or mailed to the City of La Marque City Hall at the address listed below:

**City of La Marque
1111 Bayou Road
La Marque, Texas 77568**

See job description and application attached.



SUMMER INTERN JOB DESCRIPTION

Title: Summer Internship

Department:

FLSA Statuses: Non-Exempt

Reports to:

Job Summary

Applicant will spend time working on relevant projects, learning about the field of a Department and making City connections. Also, will fulfill tasks set out by supervisor of department which applicant applied.

Essential Job Duties

- Adhere to all City policies and procedures, not limited to the Employee Handbook, in particular:
- Attendance Policy
- All Safety Policies and Procedures
- Appropriate business attire for office personnel and proper uniform attire for these departments that are so designated.
- Appropriate/correct English usage and vocabulary.
- Pleasant, professional manner, telephone & customer service oriented and interpersonal skills.
- Other duties as assigned.

Education, Training, and Experience

- Live in the City of La Marque;
- Must have reliable transportation to and from work for all assigned shifts.
- Currently enrolled in High School with a minimum of 2.5 GPA;
Must be between 16-19 years of age.

**CITY OF LA MARQUE
APPLICATION - 2022 SUMMER INTERNSHIP EMPLOYMENT**

Please print. False information is cause for rejection or dismissal. Employment is subject to applicants satisfying the City's requirements including drug screen. This application along with any other attachments become the property of the City of La Marque. Unused applications will be inactive after 6 months.

PLEASE PRINT AND COMPLETE IN FULL. INCOMPLETE APPLICATIONS WILL BE REJECTED.

NAME: _____ SOCIAL SEC # _____

ADDRESS: _____ CITY/STATE: _____ ZIP _____
DATE OF BIRTH _____ PHONE: _____ CELL: _____

DRIVERS LICENSE NUMBER : _____

Are you 18 years or older? _____ Are you either a U.S. citizen or an Alien authorized to work in the U.S.?

(Proof of citizenship or immigration status will be required upon employment)

Please specify the department/position desired:

Administration _____

City Clerk _____

Code Compliance _____

Public Works _____

Fire _____

Development Services _____

Finance _____

IT _____

Police _____

Court _____

Library _____

Public Relations _____

Economic Development _____

Facility Maintenance _____

DATE YOU CAN START _____ SALARY _____

ARE YOU EMPLOYED NOW? _____ MAY WE CONTACT YOUR PRESENT EMPLOYER? _____

HAVE YOU EVER BEEN EMPLOYED BY CITY OF LA MARQUE? __WHEN _____

WHAT DEPT? _____ SUPERVISOR _____

EDUCATION:

High School: _____ Date Attended: _____ Did you Graduate? _____

College: _____ Date Attended: _____ Did you Graduate? _____

Trade/Business: _____ Date Attended: _____ Did you Graduate? _____

GENERAL:

Describe any special skills or equipment operated:

Activities or Interests:

US Military Service: _____ Rank: _____ Status: _____

Do you have any relatives who are employed by the City of La Marque? YES NO If

yes, specify the name, relationship and department of the employee:

Have you ever been convicted of a misdemeanor and/or felony? [] YES [] NO If yes, please explain: _____

EMPLOYMENT HISTORY – LIST LAST 3 EMPLOYERS, CURRENT OR LAST EMPLOYERS FIRST:

Table with 4 columns: EMPLOYER NAME/ADDRESS, DATE FROM TO, POSITION/SALARY, REASON FOR LEAVING. Contains 3 empty rows.

(Additional information on job history or resume may be attached)

REFERENCES/NAMES OF 3 PERSONS (NOT RELATED)

Table with 4 columns: NAME, CONTACT NUMBER, BUSINESS/PROFESSION, YEARS ACQUAINTED. Contains 3 empty rows.

IN CASE OF EMERGENCY PLEASE NOTIFY: _____ PHONE: _____

I UNDERSTAND, AUTHORIZE, AND GIVE PERMISSION for the City of La Marque to conduct verification and/or investigations of my credit history, criminal history, driving records, character, employment history, reputation, and any other job-related investigations as are necessary to determine my qualifications for employment.

I UNDERSTAND that if I am offered employment with the City of La Marque, I will be required to take a drug test. Any offer of employment that I may receive will be conditioned upon the results of the drug test. In addition, positive results of the post-offer drug

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the City is of an 'at will' nature, which means that the employee may resign at any time and the employer may discharge employee at any time with or without cause. test will disqualify me from employment. I ALSO UNDERSTAND that if I become employed with the City of La Marque, I will be required to comply with the City's drug testing program.

SIGNATURE _____ DATE _____

*****DEPARTMENT USE

ONLY*****

APPLICATION REVIEWED BY _____ DATE: _____

JOB CLASSIFICATION / POSITION HIRING FOR: _____ SUPERVISOR INITIALS: _____

April 2022-spec

I certify that all of the preceding statements made by me in this application are true, complete, and correct and are made in good faith. I agree that any false statements in this application shall be sufficient cause for rejection or dismissal at any time. The use of this application does not indicate that positions are open and does not in any way obligate the City of La Marque. I hereby authorize any and all individuals, companies, institutions and organizations listed within this application to furnish the City of La Marque with any information they may have concerning me which they have on record or otherwise, and do hereby release any such individual, company, institution, or organization and all individuals connected therewith, including the City of La Marque, from all liability for any damages whatsoever incurred and from any claims or causes of action arising out of or related to the furnishing of such information.