

CITY OF NEDERLAND EMPLOYMENT APPLICATION INSTRUCTIONS (05/2023)

Thank you for your interest in employment with the City of Nederland. We would like to take this opportunity to explain our application and hiring process. We encourage you to apply for positions that match your qualifications.

Job Postings

The City of Nederland Human Resources Department posts all job openings. Applications are accepted only for positions that are currently open as posted and are accepted up to the posted review/closing date. It is necessary to submit a separate City of Nederland Employment Application for each position for which you want to be considered for employment. Your education and experience must match the minimum eligibility requirements identified on the posting. All applications are screened for minimum eligibility requirements and other qualification criteria by management. All applicants will receive direct communication from the Human Resources Department regarding the status of their application upon closing of the posting.

How to Apply

An application may be obtained through the City of Nederland Human Resources Department which is located in the City of Nederland Office Building at 207 N. 12th Street, Nederland, Texas 77627 or by visiting the Job Openings page on the City's website at <http://www.nederlandshiring.com>. To apply for a job, you must complete an application and deliver it by the posted deadline to the City of Nederland Human Resources Department, 207 N. 12th Street (or by mail to P. O. Box 967), Nederland, Texas 77627. Applications sent by mail must be received by the posted review/closing date, regardless of post mark. The City will not accept applications by e-mail or facsimile since the last page of the application, "Authorization and Release Form," requires an original signature for our files.

Employment Application Instructions

A City of Nederland Employment Application must be completed as instructed and received by the Human Resources Department by the posted review/closing date for consideration. Résumés will *not* be accepted in lieu of a completed application, but may be attached. Supporting documentation, such as photocopies of transcripts or certificates, may be included with the application. You may attach additional pages to record additional job histories and other information, if necessary. Please do not bind your application.

Selection Process

Typically, the selection process takes four to six weeks from the closing date, and includes several phases, and based on the position may include the following: written exam, oral interview, background investigation, drug and/or alcohol screen, WorkSTEPS physical assessment, medical evaluation and psychological evaluation.

Equal Employment Opportunity/Accommodation Requests

The City of Nederland is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, national origin, age, disability, sexual orientation, political affiliation, veteran's status or any other unlawful basis. The City of Nederland is in compliance with the Americans with Disabilities Act and will attempt to reasonably accommodate applicants with disabilities upon request.

Contact

If you have any questions or concerns, please contact the Human Resources Department at:

Holly Guidry, Human Resources Director
207 N. 12th Street - P. O. Box 967, Nederland, TX 77627
Telephone: (409) 723-1501 - Facsimile: (409) 723-1550 - E-mail: hguidry@ci.nederland.tx.us

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