

# Application for Employment

Our policy is to provide equal employment opportunity to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, ancestry, physical or mental disability, or veteran status.

Date \_\_\_\_\_  
Last name \_\_\_\_\_ First name \_\_\_\_\_ Middle name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Telephone \_\_\_\_\_ Social Security # \_\_\_\_\_

Position applied for \_\_\_\_\_  
How did you hear of this opening? \_\_\_\_\_  
When can you start? \_\_\_\_\_ Desired Wage \$ \_\_\_\_\_

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis? (You may be required to provide documentation.)  Yes  No

Are you looking for full-time employment?  Yes  No

If no, what hours are you available? \_\_\_\_\_

Are you willing to work swing shift?  Yes  No

Are you willing to work graveyard?  Yes  No

Have you ever been convicted of a felony? (This will not necessarily affect your application.)  Yes  No

If yes, please describe conditions. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Education

	School Name and Location	Year	Major	Degree
High School	_____	_____	_____	_____
College	_____	_____	_____	_____
College	_____	_____	_____	_____
Post-College	_____	_____	_____	_____
Other Training	_____	_____	_____	_____

In addition to your work history, are there other skills, qualifications, or experience that we should consider?

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**Employment History (Start with most recent employer)**

Company Name \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Date Started \_\_\_\_\_ Starting Wage \_\_\_\_\_ Starting Position \_\_\_\_\_

Date Ended \_\_\_\_\_ Ending Wage \_\_\_\_\_ Ending Position \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

May we contact?  Yes  No

Responsibilities \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Date Started \_\_\_\_\_ Starting Wage \_\_\_\_\_ Starting Position \_\_\_\_\_

Date Ended \_\_\_\_\_ Ending Wage \_\_\_\_\_ Ending Position \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

May we contact?  Yes  No

Responsibilities \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Date Started \_\_\_\_\_ Starting Wage \_\_\_\_\_ Starting Position \_\_\_\_\_

Date Ended \_\_\_\_\_ Ending Wage \_\_\_\_\_ Ending Position \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

May we contact?  Yes  No

Responsibilities \_\_\_\_\_  
\_\_\_\_\_

Reason for leaving \_\_\_\_\_  
\_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Date Started \_\_\_\_\_ Starting Wage \_\_\_\_\_ Starting Position \_\_\_\_\_

Date Ended \_\_\_\_\_ Ending Wage \_\_\_\_\_ Ending Position \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

May we contact?  Yes  No

Responsibilities \_\_\_\_\_  
\_\_\_\_\_

Reason for leaving \_\_\_\_\_  
\_\_\_\_\_

Attach additional information if necessary.

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. This company is hereby authorized to make any investigations of my prior educational and employment history.

I understand that employment at this company is "at will," which means that either I or this company can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager, or executive of this company, other than the president, has any authority to alter the foregoing.

Signature \_\_\_\_\_ Date \_\_\_\_\_

The City of Brownsboro Municipal Court Judge is a contract position (non-employee) and appointed by a majority vote of the City Council.

The Judge's term of appointment is for two years and runs concurrent with the term of the Mayor.

The Judge's appointment is subject to removal by two thirds vote of the City Council. The Judge is considered an Independent Contractor.

#### DUTIES AND RESPONSIBILITIES:

Essential and other important responsibilities and duties may include, but are not limited to, the following: Essential Functions:

1. Preside over Municipal Court for all class C Misdemeanors, City matters, criminal jury and non-jury trials, pre-trial conferences, juvenile warnings, and other cases appropriately tried in Municipal Court.
2. Review and/or deny requests for continuances.
3. Determine innocence or culpability (when hearing cases without a jury) and levies fine or bail commensurate with the violation in such manner to preserve equity and uniformity in the application of existing laws and ordinances.
4. Supervise the administration of juror notification and direct jurors in trial cases on their role in the interpretation and application of law.
5. Be available, or have adequate associate judge expertise available, on a 24/7 basis, to review and/or sign complaints, summons, subpoenas, affidavits for search and arrest warrants, appeal bonds, prisoner transfer documentation, affidavits, etc.
6. Support court activities with City Attorney and/or City Prosecutor, and other city departments.
7. Conduct hearings (including property, emergency protective order, and dangerous structures).
8. Issue warrants, summons, magistrate warning.
9. Review legislation and current case law affecting offenses and the criminal justice system and implement procedures to ensure compliance. Perform legal research as needed and determine fine amounts. regarding the effectiveness and productivity of the court.

Marginal Functions: 1. Perform additional related duties and responsibilities as required.

## QUALIFICATIONS:

Knowledge of: Ordinances, statutes, and court decisions relating to Municipal Court jurisdictions; knowledge of judicial procedure and rules of evidence, as well as the organization, duties, powers, limitations, and authority of the Municipal Court.

Ability to: • Analyze evidence, apply existing laws impartially, and render prompt, equitable verdicts.

• Work well under pressure and respond in a professional manner. • Establish and maintain effective working relationships with employees, city officials, the general public, and all others contacted in the course of work.

• Possess emotional stability, a sense of fairness, and exhibit respect towards all persons, including but not limited to argumentative and often hostile persons in court and in jail.

• Communicate clearly and concisely, both orally and in writing.

• Make oneself available for arrest and search warrant needs.

EXPERIENCE, EDUCATION AND TRAINING GUIDELINES High School Diploma Any combination of experience that would likely provide the required knowledge maybe qualifying. 2

Two years judicial or municipal court experience preferred.

Five years Municipal Government experience preferred.

Bi-lingual ability preferred.

Must maintain any required training and CLE credits for a Municipal Court Judge. The Rules of Judicial Education require that all municipal judges who are not licensed by the State Bar of Texas attend 32 hours of TMCEC judicial training within one year of the date of their appointment or election. This seminar satisfies the education required for newly appointed non attorney judges.

Maintain mental capacity that permits making sound judgments regarding work.

Must be available to work evenings, after and before normal business hours, weekends, and holidays.

Regular and predictable attendance and punctuality is required.

Residency – Must be able to respond within 45 minutes.