



1200 East Broad Street  
Mansfield, Texas 76063  
Telephone: 817-276-4280

**JOB CLASSIFICATION:** Seniors Record Clerk – Part-Time  
**DEPARTMENT:** Mansfield Activities **SALARY:** \$9.55/Hour  
Center-Seniors  
**APPLICATIONS ACCEPTED FROM: July 15, 2015 - Until filled**

**JOB DESCRIPTION:**

Under the general supervision of the Senior Coordinator, responsible for completing, organizing, and reporting necessary records for Senior Citizen Services of Greater Tarrant County. The records' clerk would also keep statistics needed for the City as well as assist in planning and executing daily Center activities.

**EXAMPLES OF WORK TO BE PERFORMED:**

- Responsible for accurate completion of daily reservations and attendance reports.
- Attend months SCS and City staff meetings.
- Answers telephone and returns phone calls. This includes making reminder calls for birthdays, anniversaries, Advisory Council, special events, etc.
- Receives and keeps accurate record of daily finances, i.e. nutrition donations, Pennies from Heaven, raffles, coffee fund, newsletter and petty case.
- Welcome the new seniors and acclimate them to the senior program.
- Provide volunteer background form to new volunteers and record monthly volunteer time sheets.
- Personal contact with seniors to assist them and check them in each day.
- Regulates kitchen serving to assure reserved meals are served. Informs kitchen volunteers of exactly how many meals they need to prepare. Assists with serving and cleaning up after meals when necessary.
- Responsible for getting surveys completed by SCS.
- Prepare and track correspondence for get well, sympathy and thank you cards.
- Maintains accurate and complete participant information (PI) sheets.
- Responds to memos from SCS and adheres to deadlines.
- Assist with setting up and tearing down tables and chairs.
- Prepare monthly newsletter, flyers, name tags, signup sheets, etc.
- Attend additional training.
- Other miscellaneous duties.

**DESIRED TRAINING AND EXPERIENCE:**

- High school diploma or equivalent.

**ESSENTIAL PHYSICAL FUNCTIONS:**

**1. The physical activity of this position**

- Stooping. Bending body downward and forward by bending spine at the waist.
- Kneeling. Bending legs at knee to come to a rest on knee or knees.

The City of Mansfield is an Equal Opportunity Employer and does not discriminate on the basis of disability.

- Crouching. Bending the body downward and forward by bending leg and spine.
  - Reaching. Extending hand(s) and arm(s) in any direction.
  - Standing. Particularly for sustained periods of time.
  - Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
  - Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
  - Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
  - Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
  - Grasping. Applying pressure to an object with the fingers and palm.
  - Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
  - Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
  - Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
  - Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
2. **The physical requirements of this position**
- Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
3. **The visual acuity requirements including color, depth perception, and field vision.**
- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
4. **The conditions the worker will be subject to in this position**
- The worker is subject to both environmental conditions. Activities occur inside and outside.



APPLICATION FOR EMPLOYMENT

City of Mansfield, Texas
1200 E. Broad Street
Mansfield, Texas 76063
Phone: (817) 276-4267
FAX: (817) 473-7487
www.mansfield-tx.gov

Please print. All information must be legible. Application must be completed in full or will not be considered. Resumes may be attached to completed application. Applicants requiring reasonable accommodation to the application and/or interview process should contact the Human Resources Department for assistance. Equal access to programs, services, and employment is available to all qualified persons. The City of Mansfield is an Equal Opportunity Employer.

Position applied for: \_\_\_\_\_ Date: \_\_\_\_\_ Salary Expected: \_\_\_\_\_

NAME: \_\_\_\_\_ (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle)

ADDRESS: \_\_\_\_\_ (Street) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip)

E-MAIL ADDRESS: \_\_\_\_\_

TELEPHONE: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

Please check all that apply: Do you want [ ] Regular Full Time [ ] Regular Part Time [ ] Temporary Full Time [ ] Temporary Part Time [ ] Seasonal (as needed)

How did you learn of this position? [ ] Newspaper\* [ ] Internet\* [ ] Professional Magazine\* [ ] Employee Referral [ ] HR Office [ ] Employment Agency [ ] Texas Workforce Commission (employment office)

\*Specify which \_\_\_\_\_

Do you have a valid Texas Driver's License? [ ] No [ ] Yes Type of License: [ ] Operator [ ] CDL [ ] Chauffer License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Does anyone related to you (by blood or marriage) work here or is currently a member of the City Council? [ ] Yes [ ] No City Board Commissions? [ ] Yes [ ] No If yes, list name, their position, and relationship: \_\_\_\_\_

Have you ever worked here before? [ ] Yes [ ] No If yes, give dates and position held: \_\_\_\_\_

Are you legally eligible for employment in the United States of America? [ ] Yes [ ] No

Answering "yes" to the following question will not be an automatic bar to employment. Factors such as date of the offense, seriousness, and nature of the violation, rehabilitation and position applied for will be taken into consideration.

Have you ever plead "guilty" or "no contest" (nolo contendere) to, or been convicted of a crime? [ ] Yes [ ] No If you answered "yes," please provide the date(s), location, and details: \_\_\_\_\_

Have you served in the armed forces, armed forces reserve, or national guard of the United States of America? [ ] Yes [ ] No If "yes," please complete the following: BRANCH \_\_\_\_\_ DATE ENTERED \_\_\_\_\_ DATE OF DISCHARGE \_\_\_\_\_ RANK AT DISCHARGE \_\_\_\_\_ LIST DUTIES AND TRAINING \_\_\_\_\_

ARE YOU CURRENTLY A MEMBER OF THE RESERVES OR NATIONAL GUARD? [ ] Yes [ ] No

# EMPLOYMENT HISTORY

List all periods of employment or volunteer activities. If currently UNEMPLOYED, write "unemployed" in the CURRENT EMPLOYER block and go to the next block. Start with your current status and work backward. If you need additional space, use a plain sheet of paper using the format below for each additional position. You may attach a resume or other documents. COMPLETE EACH SECTION FULLY.

**CURRENT EMPLOYER:** \_\_\_\_\_

**BUSINESS ADDRESS:** \_\_\_\_\_ **PHONE NO.** \_\_\_\_\_

**JOB TITLE:** \_\_\_\_\_ **SUPERVISOR'S NAME:** \_\_\_\_\_

**DATES OF EMPLOYMENT:** From \_\_\_\_\_ To \_\_\_\_\_

**REASON FOR DESIRING CHANGE:** \_\_\_\_\_

**STARTING SALARY:** \$ \_\_\_\_\_ **ENDING SALARY** \$ \_\_\_\_\_ **MAY WE CONTACT THIS EMPLOYER?** \_\_\_\_

**YOUR DUTIES:** \_\_\_\_\_

\_\_\_\_\_

**LAST EMPLOYER:** \_\_\_\_\_

**BUSINESS ADDRESS:** \_\_\_\_\_ **PHONE NO.** \_\_\_\_\_

**JOB TITLE:** \_\_\_\_\_ **SUPERVISOR'S NAME:** \_\_\_\_\_

**DATES OF EMPLOYMENT:** From \_\_\_\_\_ To \_\_\_\_\_

**REASON FOR LEAVING:** \_\_\_\_\_

**STARTING SALARY:** \$ \_\_\_\_\_ **ENDING SALARY** \$ \_\_\_\_\_ **MAY WE CONTACT THIS EMPLOYER?** \_\_\_\_

**YOUR DUTIES:** \_\_\_\_\_

\_\_\_\_\_

**NEXT PREVIOUS EMPLOYER:** \_\_\_\_\_

**BUSINESS ADDRESS:** \_\_\_\_\_ **PHONE NO.** \_\_\_\_\_

**JOB TITLE:** \_\_\_\_\_ **SUPERVISOR'S NAME:** \_\_\_\_\_

**DATES OF EMPLOYMENT:** From \_\_\_\_\_ To \_\_\_\_\_

**REASON FOR LEAVING:** \_\_\_\_\_

**STARTING SALARY:** \$ \_\_\_\_\_ **ENDING SALARY** \$ \_\_\_\_\_ **MAY WE CONTACT THIS EMPLOYER?** \_\_\_\_

**YOUR DUTIES:** \_\_\_\_\_

\_\_\_\_\_

**NEXT PREVIOUS EMPLOYER:** \_\_\_\_\_

**BUSINESS ADDRESS:** \_\_\_\_\_ **PHONE NO.** \_\_\_\_\_

**JOB TITLE:** \_\_\_\_\_ **SUPERVISOR'S NAME:** \_\_\_\_\_

**DATES OF EMPLOYMENT:** From \_\_\_\_\_ To \_\_\_\_\_

**REASON FOR LEAVING:** \_\_\_\_\_

**STARTING SALARY:** \$ \_\_\_\_\_ **ENDING SALARY** \$ \_\_\_\_\_ **MAY WE CONTACT THIS EMPLOYER?** \_\_\_\_

**YOUR DUTIES:** \_\_\_\_\_

\_\_\_\_\_

**PLEASE EXPLAIN IN DETAIL ANY TIME LAPSES DUE TO UNEMPLOYMENT OR OTHER REASONS.**

**LIST LICENSES or CERTIFICATIONS RELATED TO THE JOB FOR WHICH YOU ARE APPLYING.**

**LIST PROFESSIONAL OR TECHNICAL LICENSES, REGISTRATION, CERTIFICATES, OR MEMBERSHIPS YOU POSSESS.**

**CHECK ALL SKILLS OR ABILITIES, BELOW, THAT YOU POSSESS THAT RELATE TO THE POSITION FOR WHICH YOU ARE APPLYING.**

- Typing / Speed \_\_\_\_\_ WPM     Ten-Key Calculator  
 Computer List programs in which proficient: \_\_\_\_\_

**FOR TRADES JOBS ONLY:**

- Truck List type(s): \_\_\_\_\_  
 Backhoe List type(s): \_\_\_\_\_  
 Grader List type(s): \_\_\_\_\_  
 Dozer List type(s): \_\_\_\_\_  
 Tractor List type(s): \_\_\_\_\_  
 Mower List type(s): \_\_\_\_\_  
 Other equipment List type(s): \_\_\_\_\_

**EDUCATION**

SCHOOL	NAME AND LOCATION	FROM	TO	GRADUATED/COMPLETED
High School				<input type="checkbox"/> Diploma <input type="checkbox"/> GED
Trade School				Course of Study _____ Certification _____
College				Degree obtained _____ Major _____ Minor _____
Other				

# **ACKNOWLEDGEMENT**

## **READ THE FOLLOWING CAREFULLY BEFORE SIGNING**

I understand that if I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from employment with the City of Mansfield whenever it is discovered.

I give the City of Mansfield the right to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the City of Mansfield and its representatives for seeking, gathering, and using such information and all other persons, corporations, or organizations for furnishing such information.

The City of Mansfield does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state, or federal law.

This application is current for only six (6) months for the position for which application is made. I acknowledge that this application, once submitted to the City of Mansfield, becomes the property of the City of Mansfield.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the City of Mansfield reserves the same right to terminate my employment during the probationary period at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the City of Mansfield, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.

I understand it is the policy of the City of Mansfield not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.

I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
Last First Middle Maiden Month Day Year

**SUPPLEMENTAL INFORMATION CARD**

The information on this card is used for statistical reporting to various regulatory agencies only. It will be detached from your application and will in no way be used in consideration of your application for employment.

Position applying: \_\_\_\_\_

Race/Sex: Female  Male

- A.  American Indian or Alaska Native
- B.  Asian
- C.  Black or African American
- D.  Hispanic or Latino
- E.  Native Hawaiian or Other Pacific Islander
- F.  Two or more races
- G.  White

How did you learn of this position?

- Dallas Morning News
- Employee Referral
- Fort Worth Star Telegram
- HR Office
- Mansfield News-Mirror
- Professional Magazine\*
- Texas Workforce Commission
- Other \* \_\_\_\_\_

Internet Site

- Career Builder
- City
- Monster
- TML
- Other \*

\*Specify Which:\*

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- Other \*

Birth Date: \_\_\_\_\_  
Month Day Year

Birthplace: \_\_\_\_\_ U.S. Citizen  Yes  No

Have you previously worked for the City? No  Yes  If yes, when? \_\_\_\_\_  
Mo. Year to Mo. Year

Department: \_\_\_\_\_ Position: \_\_\_\_\_

Under what other names have you been employed? \_\_\_\_\_



*Human Resources*

*1200 E. Broad Street  
Mansfield, Texas 76063  
817-276-4280*

**READ CAREFULLY BEFORE SIGNING**

Prior to employment, applicants will be investigated as to convictions for prior criminal offenses. A prior conviction will not automatically disqualify an applicant for employment and will be considered only as it relates to the job applied for and as it may assist in determining character traits of the applicant. However, falsification of the application will result in disqualification for employment.

All applicants for full time or regular part-time positions are requested to take a physical examination, INCLUDING DRUG SCREENING.

All job offers are contingent on the successful completion of reference checks, police check, driver's license check (if applicable), and physical exam (if applicable).

All applications become the property of the *City of Mansfield*. Applications will be kept on file six months.

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*I hereby request and authorize you to render any information regarding my employment, character, qualifications, habits, reputation, credit, medical history, past record of performance, or any other pertinent information to the City of Mansfield. Any information furnished is at my express request and for my benefit.*

*I hold said representative or agent furnishing aforesaid information harmless, and I do hereby release them from any and all liability for damage of whatsoever nature because of furnishing such information.*

*I further understand that this information will be "confidential" between the City of Mansfield and all other parties involved.*

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*



## Applicant Notification / Release of Information

In connection with my application for employment, I understand that investigative inquiries on my background, in accordance with the Fair Credit Reporting Act and all state and federal laws, are to be made on me, including information as to my personal character, abilities, work habits, mode of living, residency, general reputation, performance, experience, and other qualities pertinent to my qualifications for employment, including reasons for termination of past employment.

I understand that prospective employer and/or First Check may make inquiries, including but not limited to my consumer credit history, education, professional licensing, and criminal history and driving history. Furthermore, I understand that prospective employer and/or First Check may request information from various federal, state and other agencies that maintain records concerning my past driving history, credit history, criminal history, military history, civil and other experiences.

I understand that according to the Fair Credit Reporting Act, I am entitled to know if employment is denied because of information obtained by my perspective employer from a Consumer Reporting Agency. Upon written request, I will be informed whether an investigative consumer report was requested and will be given full information as to the nature and the scope of the investigation, as well as the name of the reporting agency or sources of information.

I authorize without reservation, any party (including, but not limited to, employers, law enforcement agencies, state agencies, institutions and private information bureaus or repositories) contacted by prospective employer and/or First Check to furnish any or all of the above mentioned information. In addition, I hereby release First Check and prospective employer from any and all liability for damages arising from the investigation and disclosure of the requested information. I further release and discharge all liability from all companies, agencies, officials, officers, employees and other persons, who, in good faith provide to prospective employer and/or First Check the above mentioned information as requested, in order to successfully complete a background investigation for my application of employment. I will allow a photocopy of this authorization to be as valid as the original.

Print Full Name: \_\_\_\_\_

Social Security \_\_\_\_\_ \*Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Current Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Driver's License # \_\_\_\_\_ State \_\_\_\_\_

Prospective Employer \_\_\_\_\_

Applicants Signature \_\_\_\_\_

\*\* Notary Signature \_\_\_\_\_ Printed \_\_\_\_\_

State \_\_\_\_\_ County \_\_\_\_\_ Commission Expires \_\_\_\_\_

\* Date of birth is being requested only for the purpose of identification in obtaining accurate retrieval of records, and will not be used for discriminatory purposes. \*\* Only when requested