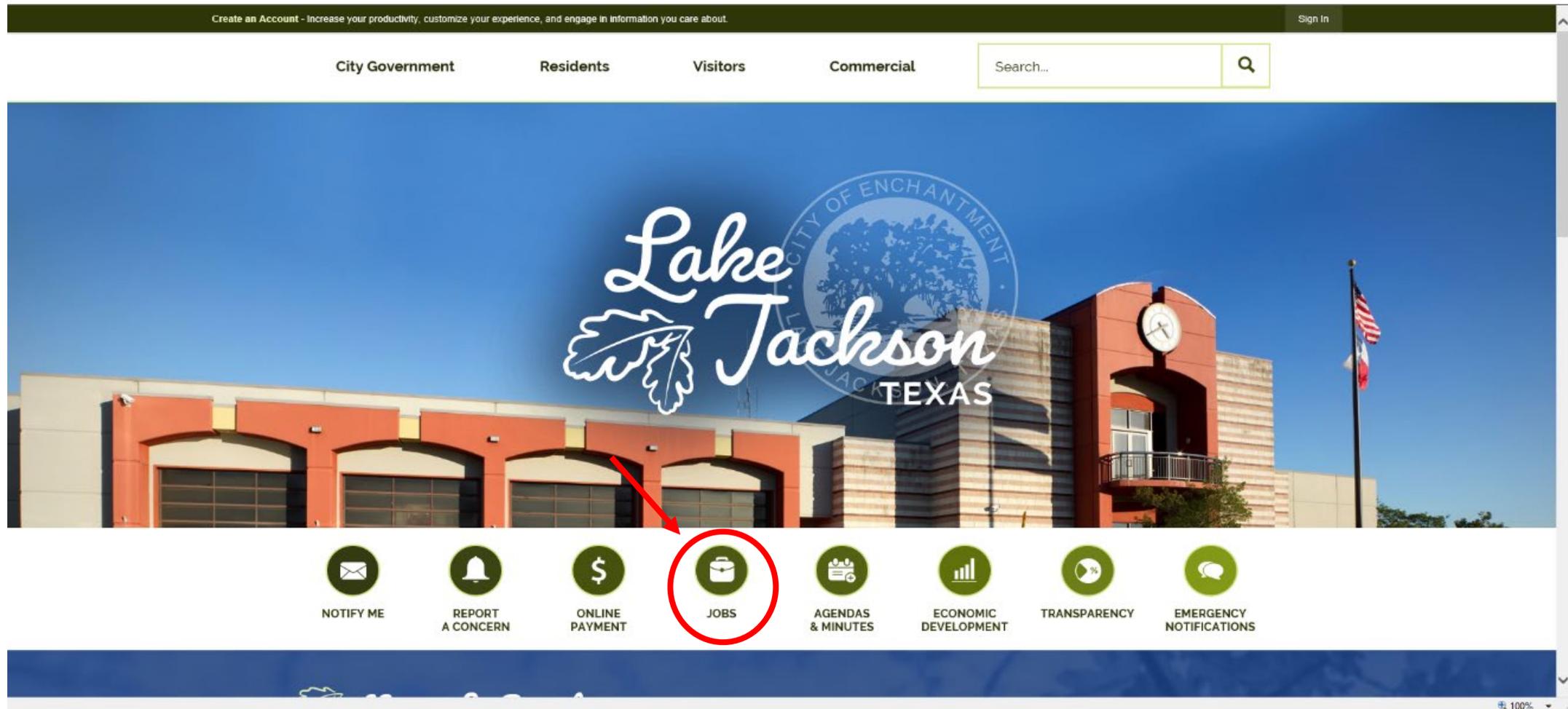


How to apply online for City of Lake Jackson employment opportunities



1. Go to the City of Lake Jackson's website at <http://www.lakejackson-tx.gov/> and select the JOBS icon at the top as shown above.

Create an Account - Increase your productivity, customize your experience, and engage in information you care about. Sign In

City Government Residents Visitors Commercial Search... Q

Boards & Commissions ▶
City Council ▶
City Departments ▶
Code of Ordinance Link
Comprehensive Master Plan ▶
Financial Information ▶
FY 18-19 Adopted Budget ▶
Holidays
Public Notices
Ordinances & Resolutions

Home > City Government > Job Opportunities

Job Opportunities

Thank you for your interest in employment with the City of Lake Jackson. Browse through the following to learn about available opportunities. If you have trouble viewing the list of opportunities below, visit our [Career Portal](#).

****We recommend that applicants use Chrome, Firefox, or Internet Explorer 10 or higher.**

Job Alert Notify Me
not ready to apply? Be notified when job openings become available.

Search by Location: Select ▼ Search by Title: Search...

Job Openings

Audio Video Technician

Department:	Administration	Apply
Rate of Pay:	\$10.00 - \$10.00	
Status:	Accepting Applications	Details

100%

2. Scroll through the job openings until you find the position you are interested in applying for. (sometimes there are multiple pages of positions, scroll all the way to the bottom and select the next page to view additional positions)



- Code of Ordinance Link
- Comprehensive Master Plan ▶
- Financial Information ▶
- FY 18-19 Adopted Budget ▶
- Holidays
- Public Notices
- Ordinances & Resolutions

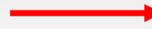
****We recommend that applicants use Chrome, Firefox, or Internet Explorer 10 or higher.**

Patrol Officer	
Department:	Police
Rate of Pay:	\$24.50
Status:	Until Filled
Apply	
Details	

Water Aerobics Instructor	
Department:	Parks & Recreation
Rate of Pay:	DOQ - DOQ
Status:	Until Filled
Apply	
Details	

Laborer II - Streets & Drainage	
Department:	Public Works
Rate of Pay:	\$13.30
Status:	Until Filled
Apply	
Details	

Laborer II - Sanitation	
-------------------------	--



3. For additional information on the positions including; rate of pay, job status, job description, and application instructions, click on the blue “details” link



- City Council ▶
- City Departments ▶
- Code of Ordinance Link
- Comprehensive Master Plan ▶
- Financial Information ▶
- FY 18-19 Adopted Budget ▶
- Holidays
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Job Opportunities

Thank you for your interest in employment with the City of Lake Jackson. Browse through the following to learn about available opportunities. If you have trouble viewing the list of opportunities below, visit our [Career Portal](#).

****We recommend that applicants use Chrome, Firefox, or Internet Explorer 10 or higher.**

Groundskeeper II

Department: Parks & Recreation
Rate of Pay: \$13.30
Status: Until Filled

Apply

Details

Mechanic I

Department: Public Works - Garage
Rate of Pay: \$15.35
Status: Until Filled

Apply

Details

Communications Specialist - Full Time

Department: Police
Rate of Pay: \$16.55
Status: Until Filled

Apply

Details

Patrol Officer

4. Once you have found the position you are interested in applying for, select the green "Apply" button.

Create Your Account

Create your free account | [Existing User? Login Here](#)


[Get Audio Code](#)

Type the code from the image

[Privacy Policy](#)

5. A new tab will open on your browser, fill in all of the boxes to create your account.

*** You will need to remember the username and password you create to login in order to edit your application or to apply for another position in the future.

Create Your Account

Create your free account [Existing User? Login Here](#)


[Get Audio Code](#)
 Type the code from the image

[Privacy Policy](#)

If you have already set up a username and password to apply for a position with the City of Lake Jackson, select the “Existing User” option.

** If you need to edit or complete an application, or if you are applying for another position – select this option.

Sign In

Sign in using your registered account | [Create your free account](#)

[Forgot your Password](#) | [Privacy Policy](#)



This is where you will enter your existing username and password you created.

Groundskeeper II

Welcome

Please take your time to fill out all areas of the application. Be as complete and accurate as possible. If there is a question you are unsure of, leave it blank. Only items with a red * are required to be completed; however, completion of employer and reference information would be helpful during the review process as well as attaching a current resume.

Special Instructions

Check out the instructions for the [application](#) here!

Also, please complete and sign the [Consent to Pre-employment Testing](#) and attach with your completed application.

[Save Progress](#)[Submit Application](#)

General Job Application



Please take your time to fill out all areas of the application. Be as complete and accurate as possible. If there is a question you are unsure of, leave it blank. If you are notified that a field is required, please complete it to the best of your knowledge before submitting.

Job Title

Groundskeeper II

Requisition Number

43738

Personal Data

Select Language

6. Once you have created an account or logged in, the application will open. A link for the application instructions and the Consent to Pre-employment Testing can be found at the top of the application.

Please select the link for the Consent – you will need to complete this consent and upload it at the bottom of the application. You may complete the consent electronically or print it to complete it and scan it in.

Save Progress Submit Application

General Job Application



Please take your time to fill out all areas of the application. Be as complete and accurate as possible. If there is a question you are unsure of, leave it blank. If you are notified that a field is required, please complete it to the best of your knowledge before submitting.

This will show the position you are applying for



Job Title	Requisition Number
Audio Video Technician	46011

Personal Data

Contact		
First Name *	Middle Name	Last Name *
Lisa		Marshall
Address *		
City *	State *	Zip Code *
	- Please Select State -	
Primary Phone *	Alternate Phone	Email Address *

Select Language

100%

7. Please complete the employment application, everything that is marked with a **red asterisk (*)** must be complete in order to submit your application successfully.

Applicant Statement

I have reviewed the essential job functions and minimum qualifications for the position(s) for which I am applying.

I am aware that this application may be subject to public disclosure unless an exception under the Texas Open Records Act is applicable.

I understand that all the information provided by me in connection with my application, whether on this document or on any attachment, is complete, true and correct. I know that the City will rely upon this information in making a decision to hire me.

Consequently, I further understand that any misstatement, falsification, or omission of information will void my application and prevent any further processing. If the City obtains such information after I am hired, I will be subject to termination from employment with the City.

For purposes of verification, any persons, organizations, and educational institutions listed on this application or any attachment, as well as the Department of Public Safety in any state in which I am a resident, at any time upon request, may give to officials of the City of Lake Jackson any and all information concerning my previous employment, education, experience or other information (including motor vehicle records) they might have regarding any subjects listed on my application. I unconditionally and irrevocably release all such persons, organizations or educational institutions from all liability and damages which may result from providing the information requested to the City.

I understand that employment with the City of Lake Jackson is also contingent upon successful completion of a national background investigation.

I understand that the City of Lake Jackson is an "employment-at-will" employer and that the acceptance of an offer of employment does not create a contractual obligation upon the City of Lake Jackson to continue to employ me in the future.

Furthermore, I understand that just as I am free to resign at anytime, the City reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the City has the authority to make any assurances to the contrary.

If employed, I agree to abide by all policies, regulations and guidelines established by the City. My signature below acknowledges my understanding with the above.

I Agree *

Signature

Signature *

Sign Document

8. If you agree to the Applicant statement, please check the "I Agree" box. Enter your complete name (first, middle and last) then click the "Sign Document" box to submit your signature.

- 30-39
 40-49
 50-59
 60-69
 No Response

Are you disabled? ⓘ

- Yes
 No
 No Response

duty.

- I am not a veteran.
 I am a spouse of a permanently disabled veteran.
 I am the spouse of an active duty Armed Forces Member who is missing in action.
 No Response.

Resume Upload

Select Resume

.pdf, .txt, .doc, and .docx files only.

Upload Resume

Document Upload

Select Document

.pdf, .txt, .doc, and .docx files only.

Upload Documents

**** Required ****

Attached Documents

No Documents Uploaded

Save Progress

Submit Application

Select Language

100%

1. If you have a resume to upload, click on “Select Resume” button – select the resume you would like to attach then select the green Upload Resume button.
2. The second document upload is where you will need to attached the Consent to Pre-Employment testing form that is in the link at the top of the application. This upload is **required**. Once you have uploaded the consent, select the green Upload Documents button.
3. Once you have completed your application, select the blue “Submit Application” button. If you would like to save your progress and come back to complete the application, select the green “Save Progress” button.



Additional documents are required for this position. Please make sure that you click the Green 'Upload Documents' button to actually upload the document into the system. Your document has not been uploaded and you cannot submit the application until this is complete.

Groundskeeper II

Welcome

Please take your time to fill out all areas of the application. Be as complete and accurate as possible. If there is a question you are unsure of, leave it blank. Only items with a red * are required to be completed; however, completion of employer and reference information would be helpful during the review process as well as attaching a current resume.

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Save Progress

Submit Application

General Job Application



Please take your time to fill out all areas of the application. Be as complete and accurate as possible. If there is a question you are unsure of, leave it blank. If you are notified that a field is required, please complete it to the best of your knowledge before submitting.

Job Title

Groundskeeper II

Requisition Number

43738

Personal Data

Select Language

100%

If you see this warning message, it means there is a required field or document that has not been completed or uploaded successfully. Please review your application for any missing information and document upload and submit again.

Application Submitted Successfully

Thank you for your interest of employment with our organization. Your application has been successfully submitted. We will contact you if your qualifications match one of our positions.

10. When you see this page, your application has been submitted successfully.



If you need help accessing a computer to complete the application –

- The Lake Jackson library has computers available for free use.
- Lake Jackson Workforce Solutions located at 491 This Way St. has computers available for free use.

For additional help or questions, please contact the Personnel Department.

Lake Jackson City Hall
25 Oak Dr. Lake Jackson, TX 77566

Phone: 979-415-2444

Email: recruitment@lakejacksontx.gov