

Application For Employment

Guadalupe County

An Equal Opportunity / Affirmative Action Employer

If you need assistance in completing the employment application, please inquire at the Personnel Office. Furthermore, the county conducts pre-employment qualification testing and personal interviews in the application process. If you believe you will require reasonable accommodation (e.g., interpreter, TDD, scheduling adjustments) in the application process, please inform the Personnel Office in writing when you submit your application.

Personal Data

Position(s) applied for _____ Date of application ____/____/____

Name _____
LAST FIRST MIDDLE

Address _____
STREET CITY STATE ZIP

Telephone # (____) _____ Mobile/Beeper/Other Phone # (____) _____ Social Security # _____

When would you be available to start work? _____

Check each type of work you will accept:

Have you filed an application here before? Yes No Date: _____

Have you ever been employed here before? Yes No Date: _____

Are you or your spouse related to any officer or employee of this employer? Yes No

Minimum acceptable salary: \$ _____ per _____

Education and Training

Name and Schools Attended and Location	Dates Attended From To	Average Grades	Major Field	Degree Received

Skills and Qualifications

Summarize any training skills, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the positions for which you are applying.

Employment Experience:

List each position held. Start with your present or most recent assignment and work backward. If you need additional space, please continue on separate sheet(s) of paper. In the column at the right, describe your assignments. Attach additional sheets as necessary.

May inquiry be made of your present employer? Yes No

Employer	Dates From:	To:
Address	Summary of Job Duties	
Job Title		
Supervisor		
Reason for Leaving	Starting Salary:	Ending Salary:

Employer	Dates From:	To:
Address	Summary of Job Duties	
Job Title		
Supervisor		
Reason for Leaving	Starting Salary:	Ending Salary:

Employer	Dates From:	To:
Address	Summary of Job Duties	
Job Title		
Supervisor		
Reason for Leaving	Starting Salary:	Ending Salary:

Employer	Dates From:	To:
Address	Summary of Job Duties	
Job Title		
Supervisor		
Reason for Leaving	Starting Salary:	Ending Salary:

Employer	Dates From:	To:
Address	Summary of Job Duties	
Job Title		
Supervisor		
Reason for Leaving	Starting Salary:	Ending Salary:

Additional Information

Have you ever been convicted of a felony or other crime? Yes No

If yes, please explain below:

(You may omit convictions for minor traffic violations, unless the position for which are applying requires the operation of a motor vehicle. Conviction will not result in your automatic disqualification for employment. The seriousness of the crime, the date of conviction and the relevance of the crime to this position will be considered.)

If the position for which you are applying requires the operation of a motor vehicle, do you have a current Texas Driver's License?

Yes No License No. _____

Type of license: Class C CDL List of endorsements: _____

References

List three persons not related to you who are qualified to describe your capabilities for the position you seek.

Name: _____ Address: _____

Phone: _____ Occupation: _____

Name: _____ Address: _____

Phone: _____ Occupation: _____

Name: _____ Address: _____

Phone: _____ Occupation: _____

I certify that the statements and information contained herein are true, complete, and correct to the best of my knowledge, and I authorize any former employer to release to this employer or its authorized representative any and all employment records and other information it may have about my employment. I understand that the information will be used for the purpose of evaluating my application for employment. I understand that the information will be used for the purpose of evaluating my application for employment and that I am responsible for providing legal documents verifying my identity and eligibility for employment. In addition, I understand that, if selected for an interview, true copies of all degrees, certificates, or licenses listed on this application will be required before an employment decision can be made. A photocopy of this authorization shall be as valid as the original.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time, and that intentional misrepresentation on my application or during the interview process will subject me to immediate discharge.

I also understand that only written representations and promises of this employer will be enforceable.

Date: _____ Signature of Applicant: _____