



Thanks for applying for a position in Nueces County government. Your application will be evaluated in relation to the requirements of the particular job for which you are applying. You will receive a total score based on your education, your experience, related licenses or certifications, and the results of any required tests.

1. Your application has a life of one year and will be kept on file by the Human Resources Department. You may “re-activate” it any time within the next year if you apply for another opening.

After 12 months, your application will be discarded. If you then wish to apply for another opening, a completely new application form will be required.

2. The Clerical Register and the Law Enforcement Register are files of applications for those two types of jobs. After you take the clerical test or the law enforcement examination, your application will be evaluated and given a score. When a County department wants to consider “outside candidates” for a clerical or law enforcement vacancy, the Human Resources office sends the 10 highest-rated applications.

However, remember that your application may not be automatically considered for all openings. That’s because, for each vacancy, your score must be high enough to place you in the “top ten” at that time.

Also, to keep your application active on the Clerical or Law Enforcement register, you must **let us know every 60 days** that you are still interested in County employment. Otherwise you will be removed from the active Register.

3. All other County openings require a blue TWC referral card. You can get the card at either the local office of the Texas Workforce Commission at 520 N. Staples (two blocks from the County Courthouse), or at any other TWC office in the state. (Each TWC referral card attached to your application is good for 12 months.)

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Please give special attention to these items on the application form:

a. It is **very important** to provide **proof** of your highest level education and other credentials by attaching copies of diplomas, transcripts, licenses, etc. If you don’t show proof, we can’t give you points for your score.

b. “**Reason for Leaving**” a job: If you leave this space blank, it only raises questions.

| | |
|------------------------|---|
| My reason for leaving: | ↓ |
|------------------------|---|

If you are asked to come for an interview, you can be sure you will be asked why you didn’t answer this question.

(over)


c. Be sure to mark each of your jobs as **“Full Time”, “Part Time”, or “Volunteer,”**

| | |
|--------------------------|---------------------------------|
| This job was: | |
| <input type="checkbox"/> | Full-time: _____ hours per week |
| <input type="checkbox"/> | Part-time: _____ hours per week |
| <input type="checkbox"/> | Volunteer: _____ hours per week |

and show the number of **hours you worked** each week

d. Write the **month and year** each job started and ended. (For example, if you show dates only as “1996 - 1999,” you will receive **no credit** at all.)

| | | | |
|--|--|--------------------------------------|----------------------------------|
| Start date: ____ / ____ (month) (year) | End date: ____ / ____ (month) (year) | Beginning pay: \$ _____ per _____ | Final pay: \$ _____ per _____ |
|--|--|--------------------------------------|----------------------------------|

Also tell us **what your pay was**, when you started  and when you left a job.

e. You may attach a resumé, but it is not an acceptable substitute for this County application form, which must be filled out completely. When describing your jobs, **do not use** the phrase “See resumé.”

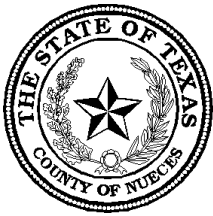
5. After evaluating and ranking all the candidates according to the job requirements, the Human Resources Department will send the applications with the highest total scores to the head of the department that has the opening. Within two weeks of the vacancy announcement’s closing date, the hiring department will review the applications and will decide how to identify the best-qualified candidates.

6. If supervisors in that department want to interview you, they will call you. The Human Resources Department will not know the status of the candidates until after the final choice is made, so please **do not call this office** to find out what your standing is.

We also suggest that you **do not telephone the department**, since a call will do nothing to improve your chances of being hired. *If they want to talk to you, they will call you.*

If you have not heard from the department within four weeks of the closing date, you should probably assume that the vacancy has been filled by another candidate.

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|---|
| <p>HAVE YOU: ++ Completely filled out the application? Signed it? Dated it?</p> <p>++ Attached copies of your highest level education - diplomas, transcripts, licenses, military service records?</p> <p>++ Included a Referral Card from the Texas Workforce Commission (if required)?</p> <p>++ Completed all required Testing?</p> <p>++ Turned in your application before the Closing Date?</p> |
|---|



NUECES COUNTY EMPLOYMENT APPLICATION

Nueces County is an Equal Opportunity Employer.

*This application is part of the evaluation process by which you can qualify to work for Nueces County.
Read and answer all questions completely and carefully. When you turn it in, this form and all attachments become the property of Nueces County and will not be returned to you.*

(Print with black or blue pen.)

NAME: _____ SSN: _____
(Last, First, M.I)

ADDRESS: _____ PHONE: (_____) _____
(Street Number and Name) (Apartment No.) Home

(City State ZIP Code) (_____) (Work / other phone)

Applying for: _____ Announcement #: _____

If you are applying for a **CLERICAL** job, check here: _____.
After you take a *clerical/typing test*, your name can be included in an applicant pool ("the Register") for such openings as INTERMEDIATE CLERK and SENIOR CLERK

Indicate your lowest acceptable salary:
\$ _____ per _____.

If applying for a **LAW ENFORCEMENT** job, check here: _____.
You must pass a *written examination* before you can be considered for positions such as CADET CORRECTIONS OFFICER ("JAILER"), DEPUTY CONSTABLE, or PARK RANGER.

Indicate your lowest acceptable salary:
\$ _____ per _____.

LOCATION: Are you willing to work _____ anywhere in Nueces County? _____ only in Corpus Christi?

Are you interested in
-- a temporary job? [] Yes [] No
-- a part-time job? [] Yes [] No
Can you work:
evening / night shifts: [] Yes [] No
weekends: [] Yes [] No

If you now work for Nueces County, or if you have in the past, show the department(s) and dates.
Department: _____
Dates: _____ to _____

Driver's license #: _____
State: _____ Expires: _____

Do you know another language?
[Speak] [Read] [Write]

For Office Use:
Clerical Test 1 Score: _____; Typing Speed: _____; Error Rate: _____%
Clerical Test 2 Score: _____; Typing Speed: _____; Error Rate: _____%
LECSE date #1: _____; Score: _____ // LECSE date #2: _____; Score: _____
Other Tests: _____

Register activation / renewal dates: _____ / _____ / _____ / _____ / _____ / _____

Mo/DAY/YR _____
For Office Use only:
LAST NAME, FIRST, MI

EDUCATION AND TRAINING

PROOF of highest level education is required: To receive credit for your education & training, you must attach copies of your highest level DIPLOMA, TRANSCRIPT, and/or CERTIFICATES.

| | |
|---|---|
| High School Diploma from: _____ City and State: _____ | OR: [] GED Certificate OR: [] Highest grade completed: _____ |
|---|---|

| College, University, or Vocational School | Major / Minor | Credit Hours | GPA | Degree Earned |
|---|---------------|--------------|-----|---------------|
| | | | | |
| | | | | |

Technical Training / Seminars: Indicate the number of *classroom hours* you have had in these areas (do **not** include high school or college classes):

Clerical/office _____ Computer skills _____ Social services/counseling _____
 Law enforcement _____ Other (specify): _____

(To receive credit, attach certificates or other proof of training.)

Licenses / Certificates: List any current license, certificate or other proof of professional development related to the job you are applying for. Attach a copy of the document to this application.

| License / Certification / Registration | Issuing Agency | Expires |
|--|----------------|---------|
| 1. | | |
| 2. | | |

PLEASE READ CAREFULLY AND ANSWER ALL QUESTIONS

- | | | YES | NO |
|---|-----|-----|-----|
| 1. Have you been dismissed or asked to resign from a job within the last 5 years? | [] | [] | [] |
| 2. Have you ever been convicted of a crime? Have you ever entered a plea of guilty in a civilian or military court? <i>(You may leave out minor traffic violations).</i> <i>[A conviction will not necessarily prevent employment with Nueces County.]</i> | [] | [] | [] |
| 3. Have you ever been discharged from the Armed Forces under Other than Honorable Conditions? | [] | [] | [] |
| 4. Is your driver's license currently restricted, suspended, or revoked? | [] | [] | [] |
| 5. Do you have any objection to our calling your current employer about your qualifications and work record? If so, why? _____ | [] | [] | [] |
| 6. Do you, or does your spouse, have any relative working for, or holding office in, the Nueces County government? <i>(If so, write the names below.)</i> | [] | [] | [] |

Name: _____ Relationship: _____ Dept.: _____

Name: _____ Relationship: _____ Dept.: _____

WORK HISTORY

Describe your jobs (and military service) for the past 10 years. Include earlier experience only if it is directly related to the job you are applying for. Incomplete or general information (such as a resumé) will lower your score and reduce your chances of consideration.

| | | | |
|--|---|--------------------------------------|----------------------------------|
| Job Title: | Employer: <u>Current (or Last) Job</u> | | |
| This job is: <input type="checkbox"/> Full-time: _____ hours per week <input type="checkbox"/> Part-time: _____ hours per week <input type="checkbox"/> Volunteer: _____ hours per week | Address: | Phone: | |
| | City, State, & ZIP | | |
| | Supervisor's name: | | |
| Start date: _____/_____ (month) (year) | End date: _____/_____ (month) (year) | Beginning pay: \$ _____ per _____ | Final pay: \$ _____ per _____ |
| For Office Use only: | My main duties & responsibilities are: | | |
| | <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> | | |
| My reason for leaving: | | | |

| | | | |
|---|---|--------------------------------------|----------------------------------|
| Job Title: | Employer: ② | | |
| This job was: <input type="checkbox"/> Full-time: _____ hours per week <input type="checkbox"/> Part-time: _____ hours per week <input type="checkbox"/> Volunteer: _____ hours per week | Address: | Phone: | |
| | City, State, & ZIP | | |
| | Supervisor's name: | | |
| Start date: _____/_____ (month) (year) | End date: _____/_____ (month) (year) | Beginning pay: \$ _____ per _____ | Final pay: \$ _____ per _____ |
| For Office Use only: | My main duties & responsibilities were: | | |
| | <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> | | |
| My reason for leaving: | | | |

WORK HISTORY (continued)

| | | | |
|-------------------------------------|---|--|--------------------|
| Job Title: | | Employer: ③ | |
| This job was: | | Address: | Phone: |
| [] Full-time: _____ hours per week | | City, State, & ZIP | |
| [] Part-time: _____ hours per week | | Supervisor's name: | |
| [] Volunteer: _____ hours per week | | | |
| Start date: | End date: | Beginning pay: | Final pay: |
| _____/_____ (month) (year) | _____/_____ (month) (year) | \$ _____ per _____ | \$ _____ per _____ |
| For Office Use only: | My main duties & responsibilities were: | | |
| | <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> | | |
| | My reason for leaving: | | |

| | | | |
|-------------------------------------|---|--|--------------------|
| Job Title: | | Employer: ④ | |
| This job was: | | Address: | Phone: |
| [] Full-time: _____ hours per week | | City, State, & ZIP | |
| [] Part-time: _____ hours per week | | Supervisor's name: | |
| [] Volunteer: _____ hours per week | | | |
| Start date: | End date: | Beginning pay: | Final pay: |
| _____/_____ (month) (year) | _____/_____ (month) (year) | \$ _____ per _____ | \$ _____ per _____ |
| For Office Use only: | My main duties & responsibilities were: | | |
| | <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> | | |
| | My reason for leaving: | | |

WORK HISTORY (continued)

| | | | |
|-------------------------------------|---|--|--------------------|
| Job Title: | | Employer: ⑤ | |
| This job was: | | Address: | Phone: |
| [] Full-time: _____ hours per week | | City, State, & ZIP | |
| [] Part-time: _____ hours per week | | Supervisor's name: | |
| [] Volunteer: _____ hours per week | | | |
| Start date: | End date: | Beginning pay: | Final pay: |
| _____/_____ (month) (year) | _____/_____ (month) (year) | \$ _____ per _____ | \$ _____ per _____ |
| For Office Use only: | My main duties & responsibilities were: | | |
| | <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> | | |
| | My reason for leaving: | | |

| | | | |
|-------------------------------------|---|--------------------|--------------------|
| Job Title: | | Employer: | |
| This job was: | | Address: | Phone: |
| [] Full-time: _____ hours per week | | City, State, & ZIP | |
| [] Part-time: _____ hours per week | | Supervisor's name: | |
| [] Volunteer: _____ hours per week | | | |
| Start date: | End date: | Beginning pay: | Final pay: |
| _____/_____ (month) (year) | _____/_____ (month) (year) | \$ _____ per _____ | \$ _____ per _____ |
| For Office Use only: | My main duties & responsibilities were: | | |
| | <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> | | |
| | My reason for leaving: | | |

JOB SKILLS List any specific skills or experience you have, such as operation of machinery, knowledge of computer applications, use of 10-key calculator, etc. _____

MILITARY SERVICE

| |
|---|
| <i>(Attach your DD-214, if available.)</i> |
| If you are a veteran, in which branch did you serve? _____ |
| Dates of service: from _____ to _____. Describe your <u>main duties or specialty</u> & your <u>primary training</u> : _____ |
| _____ |
| _____ |

PERSONAL REFERENCES

List 2 people who have known you for at least 3 years. **Do not** include relatives or former employers.

| Name | Occupation / Workplace | Phone | Yrs. known |
|------|------------------------|-------|------------|
| | | | |
| | | | |

RELEASE AND AUTHORIZATION *(Read carefully before you sign below.)*

By submitting this application, I acknowledge that I understand the following:

- any attachment I make to this application form becomes the property of Nueces County and will not be returned;
- if there is a change in my address, home phone number, or name, I must notify the Human Resources office, either in person or in writing, within 10 working days;
- as a condition of employment, I must provide, no later than the closing date of the announcement under which I am applying, proof of highest level education/schooling and of military service (if applicable). If actually employed, I must also furnish proof of social security number and of eligibility to work in the U.S.;
- if I am offered a job, I will be required to pass a drug test, and I may be required to pass a physical examination;
- the information given by me in my application may be investigated. I authorize Nueces County and its officials to obtain from personal references, from educational institutions, and from my former and current employers all data needed to support this application (subject to reservations regarding my current employer, as noted above on page 2, question 5);
- misrepresentation in this application will be considered just cause for rejection from employment consideration or for dismissal from employment; and
- as a condition of employment with Nueces County, I agree to abide by the County's Drug Free Workplace Policy, as well as all other organizational policies and regulations.

Signature: _____ **Date:** _____

