

WILLIAMSON COUNTY

APPLICATION FOR EMPLOYMENT

-AN EQUAL OPPORTUNITY EMPLOYER-

Applicants for employment shall be afforded equal opportunity in all aspects of employment without regard to race, color, religion, national origin, disability, gender or age.

GENERAL INFORMATION:

Position Applied For _____ County Dept. _____
 Social Security Number (optional) _____
 Full Legal Name _____ Home Phone _____
 Address _____ Bus. Phone _____
 City _____ State _____ Zip _____ Cell Phone _____

EDUCATION:

Please circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 High School Graduate?
 ___ Yes ___ No

If you did not complete high school, do you have a GED? ___ Yes ___ No

Please list any post high school education below:

Name and Location of Institution	Hours	Degree Received	Major	Minor

EXPERIENCE:

Start with your present or most recent job. Describe all paid work experience and be sure to emphasize the knowledge, skills, and abilities that best demonstrate your qualifications for this position. Resumes may be attached, but PLEASE DO NOT WRITE "SEE RESUME". May we contact your present supervisor? ___ Yes ___ No

Job Title _____
 Employer _____
 Address _____
 Supervisor _____
 Phone _____
 Reason for Leaving _____

Dates Employed (mo/yr) _____ to (mo/yr) _____
 Hourly Rate/Salary (beg.) _____ (end) _____
 Duties: _____

Job Title _____
 Employer _____
 Address _____
 Supervisor _____
 Phone _____
 Reason for Leaving _____

Dates Employed (mo/yr) _____ to (mo/yr) _____
 Hourly Rate/Salary (beg.) _____ (end) _____
 Duties: _____

Job Title _____
Employer _____
Address _____
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Hourly Rate/Salary (beg.) _____ (end) _____
Duties: _____

Please continue on another sheet if you need additional space.

SPECIAL SKILLS AND QUALIFICATIONS: Summarize special skills or qualifications that are relevant to the position for which you are applying _____

List any equipment, office machines, personal computers (including software) that you can operate:

Typing Speed _____ words per minute Data Entry _____ keystrokes per hour
Licenses (to include driver's), certificates, or other authorization to practice a trade or profession:

MISCELLANEOUS:

For purposes of compliance with the Immigration Reform and Control Act, are you legally eligible for employment in the United States: _____ Yes _____ No. Under the Act, you will be required to provide documentation of your eligibility should you be employed.

Have you ever been convicted of a law violation, excluding minor traffic violations? _____ Yes _____ No. If yes, please provide date and explanation. _____

Do you have relatives employed by Williamson County? _____ Yes _____ No If yes, please provide names and departments: _____

If you indicated in the "Experience" section that you had any gaps in employment, were laid off, or were dismissed from a position, you may use this space to provide an explanation. _____

Please list the date on which you can begin work _____

REFERENCES: Please list the appropriate information for at least three references who are familiar with your background and not related to you through blood or marriage.

1. _____	_____	_____
Name and Address	Phone	Occupation
2. _____	_____	_____
Name and Address	Phone	Occupation
3. _____	_____	_____
Name and Address	Phone	Occupation

APPLICANT'S STATEMENT (Please read carefully and sign below.)

I hereby certify that the information provided is correct to the best of my knowledge. I understand that any false statements or information from me may void this application or subject me to discharge at any time after employment. I further understand that if I am employed by Williamson County, I will be employed "at will" and can be dismissed at any time with or without cause or notice. I hereby authorize investigation regarding my suitability for employment, and I will not hold Williamson County, employment references, or past or present employers liable for releasing or obtaining information in this process.

Signature of Applicant _____ Date _____

Please return to Williamson County Human Resources, 710 Main Street, Georgetown, Texas 78626.

SUPPLEMENTAL EXPERIENCE SHEET

Please use the spaces below to list any experience that you were not able to include on the regular application. Return this sheet with the regular application.

Job Title _____
Employer _____
Address _____
Supervisor _____
Phone _____
Reason for Leaving _____

Dates Employed (mo/yr) _____ to (mo/yr) _____
Hourly Rate/Salary (beg.) _____ (end) _____
Duties: _____

Job Title _____
Employer _____
Address _____
Supervisor _____
Phone _____
Reason for Leaving _____

Dates Employed (mo/yr) _____ to (mo/yr) _____
Hourly Rate/Salary (beg.) _____ (end) _____
Duties: _____

Job Title _____
Employer _____
Address _____
Supervisor _____
Phone _____
Reason for Leaving _____

Dates Employed (mo/yr) _____ to (mo/yr) _____
Hourly Rate/Salary (beg.) _____ (end) _____
Duties: _____

Job Title _____
Employer _____
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Duties: _____

Job Title _____
Employer _____
Address _____
Supervisor _____
Phone _____
Reason for Leaving _____

Dates Employed (mo/yr) _____ to (mo/yr) _____
Hourly Rate/Salary (beg.) _____ (end) _____
Duties: _____

**WILLIAMSON COUNTY
HUMAN RESOURCES**

We collect responses to the questions below for record keeping purposes only. This form will not be kept with your application.

Name _____ Birth Date: _____
Last First Middle Today's Date: _____
Address _____ [] Male [] Female

Title of Job Applied For _____

Check One

- White
- Black
- Hispanic
- Asian/Pacific Islander
- American Indian/Alaskan Native
- Other _____

Specify

Where Did You Learn About This Job?

- Other Employee
- Walk-In
- Professional Publication
- Recruitment Poster
- Newspaper
- Radio
- Texas Workforce Commission
- Other