

APPLICATION FOR EMPLOYMENT

Jasper County, Texas

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Position Applied For: _____ Date of Application: _____

How Did You Learn About Us?

_____ Advertisement _____ Friend _____ Walk-In
_____ Employment Agency _____ Relative _____ Other _____

_____ Last Name _____ First Name _____ Middle Name _____

_____ Address _____ City, State _____ Zip Code _____

_____ Telephone Number(s) _____ Social Security Number _____

Have you ever applied for employment with us?

_____ Yes _____ No If Yes: Month and Year _____ Location _____

Are you currently employed? _____ Yes _____ No

May we contact your present employer? _____ Yes _____ No

If you are under 18 years of age, can you provide required proof of your eligibility to work? _____ Yes _____ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? _____ Yes _____ No

Proof of eligibility to work in the United States will be required upon or prior to employment.

On what date would you be available for work? _____

Are you available to work: _____ Full Time _____ Part Time _____ Shift Work _____ Temporary

Are you currently on "lay off" status and subject to recall? _____ Yes _____ No

Do you have a dependable means of transportation to and from work? _____ Yes _____ No

Have you been convicted of a felony within the last 7 years? _____ Yes _____ No

Conviction will not necessarily disqualify an applicant from employment.

If yes, please explain _____

Are you a Veteran of the U.S. Military Service? _____ Yes _____ No If Yes, Branch _____

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? _____ Yes _____ No

Are you related to any Jasper County elected or appointed officials? _____ Yes _____ No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Any applicant who is applying for a position whose major responsibilities include operating a motor vehicle must list all unexpired licenses and permits below.

State	License Number	Type and Restrictions	Expiration Date

Any applicant who is applying for a position on a Road & Bridge, Precinct Crew please list all heavy equipment that you know how to operate.

I, the undersigned, certify that I have read, personally completed, and fully comprehend this form in its entirety and that the answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I understand that should any statement I have made prove false, misleading or erroneous, it may result in the rejection of my application or discharge from Jasper County. In submitting this application, I further understand that it becomes the property of Jasper County and will not be returned.

I understand the acceptance of this application by the employer neither expresses nor implies I will be offered employment. Jasper County operates under the legal doctrine of employment-at-will and, within requirements of state and federal law regarding employment, can dismiss an employee at any time, with or without notice, for any reason or no reason.

I understand that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

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EDUCATION

	Name & Address of School	Course of Study	Diploma/Degree
Elementary			
High School			
College			
Other (specify)			

EMPLOYMENT

Please give accurate, complete full-time and part-time employment records. Start with present or most recent employer.

Company Name	Telephone
Address	Employed (State Month and Year) From _____ To _____
Name of Supervisor	Weekly Pay Start _____ Last _____
State Job Title and Describe Your Work	Reason for Leaving
_____	_____
_____	_____

Company Name	Telephone
Address	Employed (State Month and Year) From _____ To _____
Name of Supervisor	Weekly Pay Start _____ Last _____
State Job Title and Describe Your Work	Reason for Leaving
_____	_____
_____	_____

Company Name	Telephone
Address	Employed (State Month and Year) From _____ To _____
Name of Supervisor	Weekly Pay Start _____ Last _____
State Job Title and Describe Your Work	Reason for Leaving
_____	_____
_____	_____

Company Name	Telephone
Address	Employed (State Month and Year) From _____ To _____
Name of Supervisor	Weekly Pay Start _____ Last _____
State Job Title and Describe Your Work	Reason for Leaving
_____	_____
_____	_____

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Give the name, address and telephone number of three references who are not related to you and are not previous employers.

NAME	ADDRESS	TELEPHONE NUMBER

List professional, trade, business, or civic activities and offices held.
(You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or disability or other protected status.)

Special Qualifications (Include active technical/professional licenses and number, academic or professional awards.)

If applying for an office/clerical position please fill in the following:

Typing _____ WPM Shorthand _____ WPM

List all office machines that you know how to operate.

List all computer programs that you know how to use.

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