

Application for Employment

An Equal Opportunity Employer

If you need assistance in completing this employment application, please inquire at the Human Resource Department. Furthermore, the County conducts pre-employment qualification testing and personal interviews during the application process. If you believe you will require reasonable accommodation in the application process, please inform the Human Resource Department in writing when you submit your application.

Personal Data

Last Name _____ **First Name** _____ **Initial** _____

Street Address/P O Box _____

City _____ **State** _____ **Zip Code** _____

Phone Numbers _____ **Minimum acceptable salary** _____

Position (s) you are applying for _____

When would you be able to start work? _____

Have you filed an application with Hardin County before _____ **yes** (when _____) _____ **no**

Have you ever been employed with Hardin County _____ **yes** (when _____) _____ **no**

Give name & Department of any relatives now employed by Hardin County _____

Education and Training

High School	Name _____	City _____	State _____	Graduated	Yes	No
College	Name _____	City _____	State _____	Graduated	Yes	No
Business or Technical School	Name _____	City _____	State _____	Graduated	Yes	No
Degree/Major	_____					

List special training, interest, career goals, or any other data you wish to provide _____

Employment History

List employment history for last four (4) consecutive years starting with your present or last employer, including summer, periods of unemployment and self-employment. If additional space required, list on separate page or attach your resume. All information is subject to verification.

May we speak with your present employer _____ yes _____ no

Date: Month & Year	Name & Address	Phone No.	Position held <small>Supervisor's name</small>	Reason for leaving
From - To				
From - To				
From - To				
From - To				

Additional Information

Have you ever been convicted of a felony? _____ yes _____ no

If yes please explain _____

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 - License Number _____

References:

Give three (3) references (Personal or Business) not related to you

<u>Name</u>	<u>Address</u>	<u>Business (if any)</u>	<u>Phone</u>

Briefly describe why you are qualified for the position: _____

Hardin County is an 'at will' employer, which means that (if hired) your employment is for no definite period and may, regardless of the date of payment of wages and/or salary, be terminated at any time without any prior notice, and with or without explanation or reason. All potential employees are subject to a drug screen and, depending on position, physical, driving record check and criminal history review. Hardin County is an equal opportunity employer. Hardin County does not discriminate because of age, race, color, national origin, sexual orientation, marital status, veteran status, gender and disability
EEO/F/M/ADA

I certify the statements contained herein are true, complete and correct to the best of my knowledge. I hereby release the employer from any and all liability (including liability arising from the employer's negligence) arising from the verification of my prior employment history, criminal record, references and any other background information pertaining to me. I also release from any and all liability (including liability arising from the employer's negligence) all persons and entities who supply the employer with information pertaining to my prior employment history, criminal record, references and other background information pertaining to me. I understand that providing fraudulent information may be grounds for my immediate termination.

Signature of Applicant _____ Date _____

Do not write below this line

Action(s)	Date(s)
_____	_____
_____	_____
_____	_____