

APPLICATION FOR EMPLOYMENT

COUNTY OF AUSTIN
AUSTIN COUNTY COURTHOUSE ANNEX
HUMAN RESOURCES
800 EAST WENDT STREET
BELLVILLE, TEXAS 77418



WE ARE AN
EQUAL OPPORTUNITY EMPLOYER

PLEASE READ THESE INSTRUCTIONS PRIOR TO COMPLETING TH APPLICATION

Applications are accepted for posted positions only. You are welcome to apply for more than one position. However, you must complete a separate application for each position you wish to apply for. Applications are valid for the duration of each posted position.

1. Please complete this application in legible print (using black or blue ink). A resume will not be accepted in lieu of a completed application; however, you may submit a resume with your application.
2. The information you submit on this application should clearly reflect your suitability to the position you are applying for. Your employment record, position-related educational requirements, skills, knowledge, abilities, qualifications and experience will be evaluated based on the information you provide in this application. Your application will be reviewed by the hiring department only if the minimum requirements, as described, for the job advertisement are met. If you are selected for an interview, you will be contacted by the hiring department.
3. For your application to be considered complete, you must answer **all** questions in this application. An incomplete application will not be accepted. Any information that you provide in this application , resume and / or give verbally to Austin County is subject to verification. Falsification, misrepresentation, or omissions of fact may be grounds for rejection of your application, or subsequent termination of employment, should you be hired. A comprehensive pre-employment reference check, criminal history check and driving record check will be conducted on all applicants applying for positions in Maintenance, Law Enforcement, Emergency Medical Services, and R & B, as permitted by law and after a conditional offer of employment has been extended. Comments such as "see resume" are not acceptable and may result in the application being considered incomplete.
4. If we are unable to consider your application, **you will receive no further notice**. We regret that we are unable to provide a more personal response to your application.
5. Austin County promotes a drug-free work environment and requires all applicants who received a conditional offer of employment to successfully complete a pre-placement drug and alcohol test and a physical examination.
6. This application, resume and any accompanying document(s) submitted for consideration of employment become property of Austin County and will **not** be returned to the applicant.
7. This application becomes public record and is subject to disclosure in accordance with the Texas Government Code Ann. §552 – Public Information Act.



Date: _____

Last Name: _____ First Name: _____ Middle Initial: _____

Address: _____ City/State/Zip: _____, _____

Telephone: Home: _____ Mobile: _____ Other: _____ Social Security: _____

Position Applying for: _____ Department of Position: _____

Date you are available to start work: _____ Are you willing to work FULL TIME

May we contact your present employer? YES NO

Previous Employment: List all present and past employment beginning with the most recent first (including military service). Attach additional sheets or resume providing sufficient qualifying experience data. The "reason for leaving" and "salary" must be completed. (attach additional sheets if needed).

1 Present or Last Employer _____ Phone Number _____

Address _____ Start Date _____ End Date _____

Supervisor _____ Your Position/Title _____ Salary \$ _____ / _____

Job Duties/Description of Work: _____

Reason for Leaving (wanting to) _____

2 Previous Employer _____ Phone Number _____

Address _____ Start Date _____ End Date _____

Supervisor _____ Your Position/Title _____ Salary \$ _____ / _____

Job Duties/Description of Work: _____

Reason for Leaving (wanting to) _____

3 Previous Employer _____ Phone Number _____

Address _____ Start Date _____ End Date _____

Supervisor _____ Your Position/Title _____ Salary \$ _____ / _____

Job Duties/Description of Work: _____

Reason for Leaving (wanting to) _____

4 Previous Employer _____ Phone Number _____
 Address _____ Start Date _____ End Date _____
 Supervisor _____ Your Position/Title _____ Salary \$ _____ / _____
 Job Duties/Description of Work: _____
 Reason for Leaving (wanting to) _____
 Please explain all periods of unemployment exceeding 90 days _____

Education: Did you graduate from high school? YES NO If no, what is the last grade completed? _____
 Have you obtained your GED? YES NO When was GED obtained? _____

COLLEGE/UNIVERSITY/TRADE/ BUSINESS/CORRESPONDANCE SCHOOL NAME AND LOCATION	YEARS ATTENDED	MAJOR AREA OF STUDY	SEMESTER HOURS	DEGREE COMPLETED

APPLICANTS MY BE REQUIRED TO PROVIDE COPIES OF TRANSCRIPTS AND OR DIPLOMAS/CERTIFICATES

Military Service (of the United States)

Branch of Service _____ List any releivant job-related skills during military service _____

(you may be required to provide a copy of form DD214)

Personal Data

Please list any other names you have used in connection with employment or education _____

Have you previously worked for Austin County? YES NO if yes, when? _____

Department _____ Position _____ Supervisor _____

Are you authorized to work in this country? YES NO *(proof of citizenship or immigration status may be required upon employment)*

Can you perform the essential functions of the job for which you are applying without reasonable accommodations?
 YES NO If no, please explain: _____

Are you currently under indictment for any crime? YES NO If yes, please complete the following:
 Nature of Indictment _____ Date of Indictment _____

Location of Case: _____

Have you ever been convicted, plead guilty, plead no contest, received deferred adjudication or probation for a criminal act?
 YES NO If yes, please list ALL such offenses and state date, name of Court and disposition.

Date: _____ Name of Court: _____ Disposition _____

(you may omit minor traffic violations for which you paid a fine of \$100 or less)

**A Criminal conviction is not necessarily a bar to employment. False statements or omissions of information, whether intentional or unintentional, will be grounds for immediate elimination from further consideration (or dismissal from employment with Austin County, if hired.)*

List all counties, cities and states for which you have resided in within the last 10 years:

Do you have a current driver's license? YES NO
 Do you have a current commercial driver's license? YES NO
Has your driver's license ever been suspended or revoked? YES NO
 If yes, please explain _____

List all licenses / certifications / registrations you hold (such as drivers, electrical, etc.)
 Type _____ License Number _____ Expiration Date _____
 Type _____ License Number _____ Expiration Date _____
 Type _____ License Number _____ Expiration Date _____

Are you related by blood or marriage to any Austin County employee or official? YES NO
 If yes, Name of Employee/relationship _____ Where employed? _____

References

Give the names and address of three persons, other than relatives, who have knowledge of your character, experience or abilities:

NAME	ADDRESS	OCCUPATION	TELEPHONE NUMBER

List any additional experience or training you have had which in your opinion would qualify you for the position you are seeking: (examples: apprenticeships, technical skills, foreign languages written or spoken, etc.)

IMPORTANT

It is the responsibility of the APPLICANT to read the following before signing:

I certify that the answers given herein are true and complete. I understand that any falsification or willful omission made in my application, resume or interview(s) shall be sufficient cause for refusal of employment or dismissal whenever discovered. I understand that the information provided in my application, resume and interview may be investigated, and I hereby authorize each former employer, where given as a reference or not, to answer any questions and furnish any information sought by the County concerning any qualifications for employments. **Depending on the department and position applied for, I understand that such investigation may include a full criminal history and FBI records check.** I here-by release the County and all third parties supplying information to the County from all liability, including liability caused by negligence, arising from reference and background checks conducted by or on behalf of the employer about me. I also understand that this application is subject to the Open Records Act and may be released as a public document.

I understand that my employment is at the discretion of the Commissioners Court or Elected Official/Department Head concerned, and that Austin County is an employment-at-will employer, which means that I may resign at any time and the County may terminate my employment at any time for any or no reason.

I understand my employment is contingent upon successful completion of a pre-placement physical, drug and alcohol tests. Health care providers of the County's selection will conduct this examination. I certify that I will fully and truthfully answer any questions by the health care providers or staff. I understand that a positive result from the drug screen will eliminate me from consideration from any County job. While employed, if my department head requests, I will submit to additional physical examination and drug screens by health care providers of the County's selection for the purpose of determining my fitness for continued employment. If injured during the course of employment, I will promptly report such injury to my supervisor or elected official/department head. If medical treatment is necessary or requested, I will submit to treatment or examination by health care providers of my selection.

I certify that I have carefully read each provision of this application for employment and that I have been given an opportunity to ask questions concerning any provision which I do not fully understand.

I understand that employment with Austin County is "at will", which means that either I or Austin County can terminate the employment relationship at any time, with or without notice, and for any reason not prohibited by statute. No contract of employment shall exist between Austin County and myself for any duration, either specified or unspecified. All employment is continued on that basis.

This application must be signed.

Signature _____

Date _____

By submitting an electronic signature, you are providing an electronic mark, that is held to the same standard as a legally binding equivalent of a handwritten signature provided by you

It is the policy of Austin County not to discriminate in employment on the basis of race, religion, color, age, national origin, sex, marital status, veteran status or disability. To request a reasonable accommodation or other assistance contact Human Resources at 979-865-6480.

Please list your years of experience / skills / abilities in the following areas:

TYPING	YEARS	SKILLS	YEARS	CLERICAL EXPERIENCE	YEARS
Below 40 wpm		10-KEY BY TOUCH		RECEPTIONIST	
40 - 49 wpm		MICROSOFT WORD		DATA ENTRY	
50 - 59 wpm		MICROSOFT EXCEL		BOOKKEEPING	
60 - 69 wpm		MICROSOFT POWER POINT		FILING	
Above 70 wpm		MICROSOFT OUTLOOK		PURCHASING	
		INTERNET		SECRETARIAL	
		ADOBE ACROBAT		RECORDS MANAGMENT	
		COURT REPORTING		CASHIER	
		SHORTHAND - Speed			

Please list your years of experience / skills / abilities in the following areas:

LABOR / MAINTENANCE / SKILLED CRAFT / OPERATION

SKILL AREAS	YEARS OF EXPERIENCE	OPERATED	YEARS OF EXPERIENCE
CONCRETE FINISHING		WATER TRUCK CHIP SPREADER	
WELDING		BACKHOE	
ASPHALT WORK		FRONT END LOADER	
SURVEYING		BULLDOZER	
SETTING GRADES		TRACK HOE	
FLAGGING		TRACTOR TRAILER	
PLUMBING		TRACTOR WITH MOWER	
PAINTING		HYDRAULIC EXCAVATOR	
CARPENTRY		MOTOR GRADER	
ELECTRICAL		DUMP TRUCK	
HVAC		WINCH TRUCK	
AUTO MECHANIC		ROLLER-PACKER	
MECHANIC - HEAVY EQUIPMENT		PNEUMATIC ROLLER	
SIGN MAINTENANCE			
GROUNDS KEEPING/LANDSCAPING			
ROAD MAINTENANCE / CONSTRUCTION			