

From _____ To _____ Job Title _____ Salary _____

Firm Name _____ Address _____

Reason for Leaving _____

Description of Work _____

Immediate Supervisor _____ May we contact as reference? _____ Phone _____

From _____ To _____ Job Title _____ Salary _____

Firm Name _____ Address _____

Reason for Leaving _____

Description of Work _____

Immediate Supervisor _____ May we contact as reference? _____ Phone _____

IF YOU NEED MORE LINES ASK THE HUMAN RESOURCE OFFICE FOR A EXTRA EMPLOYMENT SHEET

MILITARY SERVICE:

Branch of Service _____ Date of Service _____

EDUCATION: Did you graduate from high school? Yes _____ No _____ If NO, do you have a GED? Yes _____ No _____

College/University-Trade	Semester	Hours	Type of Degree Granted
Business-Correspondence School	Major Areas of Study		

As an adult have you ever been convicted for anything other than a minor traffic violation? Yes _____ No _____
If yes, list ALL such offenses and state date, name of Court and disposition. (You may omit minor traffic violations)

List all licenses or certifications you may hold: (Drivers, electrician, etc.)

Type	Number	Expiration Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

Provide the names & addresses of three persons (no relatives), who have knowledge of your character, experience, or ability.

Name	Address	Occupation	Telephone No.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Specify equipment, office machines, computer programs, etc. that you are able to operate:

You may indicate any additional experience and training you have had which in your opinion would qualify you for the position you seek:

**Many positions at Randall County require the use of County vehicles:
we request the right to check your driving record.**

--

I certify that all answers given by me are true, accurate and complete. I understand that any falsification, misrepresentation or omission of fact on this application (or any other accompanying or required document) will be cause for denial of employment or immediate termination of employment regardless of when or how discovered.

--

I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with Randall County is an "at will" employment relationship, which means that I may resign at any time and Randall County may terminate my employment at any time with or without cause. I further understand that this at "at will" employment relationship may not be changed by any written documentation or by conduct unless the change is specially acknowledged in writing by the Commissioner's Court.

--

I authorized the investigation of all statements and information contained in the application and any accompanying or required documents. I further authorize checking with any and all reference references listed in this application.

--

If employed, I agree to engage in no outside activity which would involve material conflict of interest w could reflect adversely on Randall County. I understand this decision is to rest with Randall County.

--

I agree to hold in strictest confidence any information concerning Randall County. If I am employe County, I agree to conform to the employment policy of Randall County.

--

I understand that completion of this Application does not guarantee that I will be employed by Randall County.

--

I acknowledge that I have read and understand the above statement. I hereby affirm that the answer and information provided in this application and any accompanying document is true and correct to the best of my knowledge. I have not knowingly withheld any fact or circumstance that would, if disclosed, affect my Application unfavorably.

TODAY'S DATE _____ SIGNATURE OF APPLICANT _____

RANDALL COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR HANDICAPPED STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICES.

DATE RECEIVED BY HUMAN RESOURCE DEPARTMENT _____