



# RANDALL COUNTY EMPLOYMENT APPLICATION

An Equal Opportunity Employer



Randall County Treasurer  
& Human Resource Department

501 16<sup>th</sup> St, Suite 300  
Canyon, Texas 79015

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POSITION APPLIED FOR \_\_\_\_\_

NAME \_\_\_\_\_  
(Last) (First) (Middle)

ADDRESS \_\_\_\_\_  
(Street) (City) (State) (Zip)

TELEPHONE \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_  
(Home / Cell)

Have you been previously employed by Randall County? Yes \_\_\_ No \_\_\_ If yes, when \_\_\_\_\_

Check one or more types of employment you will accept: ( ) Permanent ( ) Temporary ( ) Part Time

List any relatives employed by Randall County \_\_\_\_\_  
(Name) (Relationship)

### PREVIOUS EMPLOYMENT:

List all employment (including military service) for the past 10 years. Begin with your present position and work back.

Resume may be attached for additional qualifying experience data. Please complete entire application.

Under what names have you been employed? \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Job Title \_\_\_\_\_ Salary \_\_\_\_\_

Firm Name \_\_\_\_\_ Address \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Description of Work \_\_\_\_\_

Immediate Supervisor \_\_\_\_\_ May we contact as reference? \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Job Title \_\_\_\_\_ Salary \_\_\_\_\_

Firm Name \_\_\_\_\_ Address \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Description of Work \_\_\_\_\_

Immediate Supervisor \_\_\_\_\_ May we contact as reference? \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Job Title \_\_\_\_\_ Salary \_\_\_\_\_

Firm Name \_\_\_\_\_ Address \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Description of Work \_\_\_\_\_

Immediate Supervisor \_\_\_\_\_ May we contact as reference? \_\_\_\_\_

IF YOU NEED MORE LINES ASK THE TREASURER OFFICE FOR THE EXTRA EMPLOYEMENT SHEET

EDUCATION:

Did you graduate from high school? Yes \_\_\_\_\_ No \_\_\_\_\_ If No, do you have a GED? Yes \_\_\_\_\_ No \_\_\_\_\_

College-University-Trade Business-Correspondence School	Major Areas Of Study	Semester Hours	Type of Degree Granted	Date Left or Graduated

MILITARY SERVICE:

Branch of Service \_\_\_\_\_ Dates of Service \_\_\_\_\_

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 you may hold: (Drivers, electrician, etc.)

Type \_\_\_\_\_ Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Type \_\_\_\_\_ Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Give the names and addresses of three persons, other than 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: \_\_\_\_\_

Since many positions at Randall County require the use of County vehicles, we request the right to check driving records. Drug tests may be required for certain County positions.

I certify that I have made no willful misrepresentations in this application nor have I withheld information in my statements and answers to questions. I am aware that the information given by me in my application will be investigated, with my full permission and that any misrepresentations may cause my application to be rejected.

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 TREASURER'S DEPARTMENT \_\_\_\_\_