

**EASTLAND COUNTY
APPLICATION FOR EMPLOYMENT**

AN EQUAL OPPORTUNITY EMPLOYER

Date of Application _____ Position(s) Applied For _____

Name _____ Telephone _____

Address _____
Street City State Zip Code

Are you at least 18 years old? Yes No

Are you authorized to work in the United States on an unrestricted basis? Yes No

Have you ever been employed by Eastland County before? Yes No
If yes, give date: _____

Are you currently employed? Yes No
If yes, may we contact your present employer? Yes No

Have you been told the essential functions of the job or been shown a copy of the job description listing the essential functions of the job? Yes No

If so, can you perform these essential functions with or without reasonable accommodation? Yes No

When are you available to work? Full Time Part Time Shift Work Temporary

Are there any hours, shifts, or days you cannot or will not work? _____

Are you willing to work overtime as required? Yes No

Have you ever been convicted of a felony? Yes No
(Conviction will not necessarily disqualify an applicant for employment)

If yes, please explain: _____

On what date would you be available for work? _____

Wage or salary desired: _____

EDUCATION

	NAME AND LOCATION OF SCHOOL	MAJOR	DIPLOMA/DEGREE
High School			
College/University			
College/University			
Other Training/Education:			

WORK HISTORY

Most Recent Employer	Dates Employed From: _____ To: _____
Address	Telephone
Job Title	Hourly Rate/Salary Starting: _____ Final: _____
Name and Title of Supervisor	
Description of Duties	
Reason for Leaving	

Previous Employer	Dates Employed From: _____ To: _____
Address	Telephone
Job Title	Hourly Rate/Salary Starting: _____ Final: _____
Name and Title of Supervisor	
Description of Duties	
Reason for Leaving	

Previous Employer	Dates Employed From: _____ To: _____
Address	Telephone
Job Title	Hourly Rate/Salary Starting: _____ Final: _____
Name and Title of Supervisor	
Description of Duties	
Reason for Leaving	

Previous Employer	Dates Employed From: _____ To: _____
Address	Telephone
Job Title	Hourly Rate/Salary Starting: _____ Final: _____
Name and Title of Supervisor	
Description of Duties	
Reason for Leaving	

SKILLS: Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge. If you are applying for a Road and Bridge position, please list equipment you can operate (for example: backhoe) and note if you have a Commercial Driver's License.

REFERENCES

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

1. Name: _____ Telephone: _____

Address: _____

2. Name: _____ Telephone: _____

Address: _____

3. Name: _____ Telephone: _____

Address: _____

APPLICANT’S CERTIFICATION AND AGREEMENT

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions, or misrepresentations may result in my dismissal. I authorize Eastland County to make an investigation of any of the facts set forth in this application.

I understand that employment with Eastland County is “at will” which means that either I or Eastland County can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager, or official of Eastland County, other than the Commissioners’ Court, has any authority to alter the foregoing.

Signature of Applicant

Date

AUTHORIZATION FOR A CRIMINAL BACKGROUND SEARCH

I, _____ (Full Name) authorize Eastland County to perform a criminal background search solely as a reference for possible employment with Eastland County.

Driver’s License Number State

Date

Signature

Witness