

EASTLAND COUNTY
APPLICATION FOR EMPLOYMENT

AN EQUAL OPPORTUNITY EMPLOYER

Date of Application _____ Position(s) Applied For _____

Full 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

Are you willing to travel? ☐ 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