



Burleson County

Personnel Department
 100 West Buck, Suite 104
 Caldwell, Texas 77836
 (979) 567-2305

EMPLOYMENT APPLICATION

INSTRUCTIONS: All applications for employment with Burleson County must be made on this form. Consider each question carefully. **YOU MUST ANSWER ALL QUESTIONS.** If a question is not applicable, enter "N/A." **Please print legibly.** Resumes will be accepted as **additional** information, but not in place of a completed application.

Name:	Last	First	Initial	Social Security Number:
Position Desired:				Today's Date: (mm/dd/yyyy)
Street Address:	City		State	Zip
Phone Number:	Driver's License Number (If job you're applying for requires one)		State	Number

YES NO Please attach additional information, if needed, to answer details of the following questions.

 Can you submit proof of age, if hired? All applicants must be at least 18 years of age

 Have you ever been convicted of a felony? If YES, give details: _____

 Are you legally eligible to work in the U.S.? (Verification will be required if hired).

 Are you related by blood or marriage to _____ If YES, give name and relationship: _____ any BURLESON COUNTY employee/official?

 Have you previously been employed by Burleson County? If YES, answer the following: When: _____ Position: _____ Reason for leaving: _____

 Are you currently employed? May we contact your current employer? _____

Date available to begin work: _____ Starting salary desired: _____

EDUCATION

	Name and Location	Major Subject(s)	No. of Years Completed	DIPLOMA Degree
High School				
College				
College				
Graduate School				

Other (Trade, business, Or professional school): _____

Other course work applicable To this type of work: _____

U.S. MILITARY SERVICE

Number of years served: _____ Branch of Service: _____ Rank at discharge: _____

Duties: _____

YES NO

 Are you a member of the National Guard or Reserve? Active Inactive

 Do you anticipate any active duty, including reserve training, in the future?

Start with your present or most recent job (including military service). Provide employer information for the last 10 years

PREVIOUS EMPLOYMENT and any other work history you feel is relevant. Attach additional sheets, or extra copies of this page, if necessary.

(1) Present or most recent employer		Phone	Area Code	Number
		Number: _____		
Address: _____		City	State	Zip
Job Title: _____		Supervisor's Name: _____		
Dates Employed: _____		Starting	Final	
From: _____	To: _____	Salary: _____	Salary: _____	
Reason for leaving: _____				
Your duties: _____				

(2) Present or most recent employer		Phone	Area Code	Number
		Number: _____		
Address: _____		City	State	Zip
Job Title: _____		Supervisor's Name: _____		
Dates Employed: _____		Starting	Final	
From: _____	To: _____	Salary: _____	Salary: _____	
Reason for leaving: _____				
Your duties: _____				

(3) Present or most recent employer		Phone	Area Code	Number
		Number: _____		
Address: _____		City	State	Zip
Job Title: _____		Supervisor's Name: _____		
Dates Employed: _____		Starting	Final	
From: _____	To: _____	Salary: _____	Salary: _____	
Reason for leaving: _____				
Your duties: _____				

LICENSES / EQUIPMENT / MACHINES OPERATED Attach additional sheets if necessary.

Computers, Office Equipment:		Typing (wpm):
Licenses (DCL, Electrician, etc.):		
Heavy / light equip., Machinery:		
Mechanical, repair Experience:		
Special skills / training (Welding, etc):		
Other:		

PRE-EMPLOYMENT STATEMENT Please read the following carefully, then sign and date where indicated.

<p>I authorize Burseson County to make any inquiries they desire regarding my education, employment, ability, habits and personal character for the purpose of determining my fitness for employment. I also authorize previous employers or any other persons to whom the county may refer to give any and all information regarding my employment or scholastic record together with any information personal or otherwise and I hereby release such persons and any companies they present from all liability or any damages whatsoever in connection with their compliance. I understand that misrepresentation or omission of any fact or circumstance called for in this application which would affect my application unfavorably or receipt of unsatisfactory references will be sufficient cause for termination without liability. This application is not an employment contract and is not intended to create contractual obligations of any kind. Neither the county nor its employees are bound to continue the employment relationship if either chooses at its will to end the relationship at any time. All employment is at will and the relationship cannot be modified unless in writing.</p>	
<u>Applicant's Signature</u> _____	<u>Date</u> _____