



Burleson County Treasurer Office
 100 W Buck St, Suite 404, Caldwell, TX 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.

PERSONAL INFORMATION

Position desired: _____ Today's date: _____

Date available to begin: _____ Starting salary desired: _____

Last Name: _____ First Name: _____ MI: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone #: _____ Email: _____ Social Security #: _____

Driver's License #: _____ Class: _____ State: _____ Expiration Date: _____

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 US? (Verification will be required if hired).

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

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

If you are currently employed may we contact your current employer?
Current employer name & phone number: _____

Have you ever served in the Armed Services?
Dates of Service: From _____ *To* _____ *Type of Discharge:* _____

EDUCATION

High School Did you graduate? Yes No If "No", did you obtain a GED? Yes No Highest grade completed _____

College	Name	Location	Major or Special Courses	Degree Received

Trade/Tech School	Name	Location	Major or Special Courses	Degree Received

LICENSES, CERTIFICATES, OTHER SKILLS (attach additional sheets if necessary)

Type of License or Certificate	Issued by (state or other authority)	Expiration date

Skills – list all applicable skills you possess and machines or office equipment you can operate.

PREVIOUS EMPLOYMENT

Start with your present or most recent job (including military service). Provide employer information for the last 10 years and any other work history that is relevant. Attach additional sheets or extra copies of this page if necessary.

A current resume can be attached in lieu of completion of this section

Resume attached YES NO

Employer name: _____ Employer phone #: _____ May we contact this employer YES NO

Employer address: _____ City: _____ State: _____ Zip: _____

Job title: _____ Supervisor's name & title: _____

Dates employed

From (mm/yyyy) : _____ To (mm/yyyy) : _____ Starting salary: _____ Final salary: _____

Describe job duties: _____

Reason for leaving: _____

Employer name: _____ Employer phone #: _____ May we contact this employer YES NO

Employer address: _____ City: _____ State: _____ Zip: _____

Job title: _____ Supervisor's name & title: _____

Dates employed

From (mm/yyyy) : _____ To (mm/yyyy) : _____ Starting salary: _____ Final salary: _____

Describe job duties: _____

Reason for leaving: _____

Employer name: _____ Employer phone #: _____ May we contact this employer YES NO

Employer address: _____ City: _____ State: _____ Zip: _____

Job title: _____ Supervisor's name & title: _____

Dates employed

From (mm/yyyy) : _____ To (mm/yyyy) : _____ Starting salary: _____ Final salary: _____

Describe job duties: _____

Reason for leaving: _____

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

I authorize Burleson 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. Selected candidates offered the position desired, must agree and pass a criminal background and driver license check prior to beginning employment

Applicant's signature: _____ Date: _____