

# APPLICATION FOR EMPLOYMENT

COUNTY OF AUSTIN  
Austin County Courthouse Annex  
Human Resources  
800 East Wendt  
Bellville, TX 77418



An Equal Opportunity Employer

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## PLEASE READ THESE INSTRUCTIONS PRIOR TO COMPLETING THIS APPLICATION

Applications are accepted for posted positions only. You are welcome to apply for more than one position. However, you must complete a separate application for each position you wish to apply for. Applications are valid for the duration of each posted position.

1. Please complete this application in legible print (using black or blue ink). A resume will not be accepted in lieu of a completed application; however, you may submit a resume with the application.
  2. The information you provide on this application should clearly reflect your suitability to the position you are applying for. Your employment record, position-related educational requirements, skills, knowledge, abilities, qualifications, and experience will be evaluated based upon the information you provide in this application. Your application will be reviewed by the hiring department only if the minimum requirements as described in the job advertisement are met. If you are selected for an interview, you will be contacted by the hiring department.
  3. In order for your application to be considered complete, you must answer all questions in this application. An incomplete application will not be accepted. Any information that you provide in this application, resume and/or give verbally to Austin County is subject to verification. Falsification, misrepresentation, or omissions of fact may be grounds for rejection of your application, or subsequent termination of employment if hired. A comprehensive pre-employment reference check, criminal history check and driving record check will be conducted on all applicants applying for positions in Maintenance, Law Enforcement, EMS and R&B as permitted by law and after a conditional offer of employment has been extended. Comments such as "See Resume" are not acceptable and may result in the application being considered incomplete.
  4. If we are unable to consider your application, you will receive no further notice. We regret that we are unable to provide a more personal response to your application.
  5. Austin County promotes a drug-free work environment and requires all applicants who receive a conditional offer of employment to successfully complete a pre-placement drug and alcohol test and a physical examination.
  6. This application, resume and any accompanying document(s) submitted for consideration of employment become property of Austin County and will not be returned to the applicant.
  7. This application becomes public record and is subject to disclosure in accordance with the Texas Government Code Ann. § 552-Public Information Act.
  8. Application For Employment and attachments can be emailed to [stacied@austincounty.com](mailto:stacied@austincounty.com) or delivered to Human Resources, 800 East Wendt, Bellville, Texas 77418.
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Name \_\_\_\_\_ Date \_\_\_\_\_  
 (Last) (First) (Middle)

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

Telephone \_\_\_\_\_ Social Security Number \_\_\_\_\_  
 (home) (cell)

Position applying for: \_\_\_\_\_ Department position is in: \_\_\_\_\_

Date available for work: \_\_\_\_\_ Are you willing to work: \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time

May we contact your present employer: \_\_\_\_\_ Yes \_\_\_\_\_ No

PREVIOUS EMPLOYMENT: List all present and past employment beginning with the most recent first (including military service). Please attach additional sheets or resume providing sufficient qualifying experience data. The "Reason for Leaving" and "Salary" must be completed. (Attach additional sheets if needed).

(1) Present or Last Employer	Phone No.
Address	Date started
Supervisor	Your Title
Date Left	
Salary	
Description of Work	
Reason for Leaving/Wanting to Leave	
(2) Previous Employer	Phone No.
Address	Date started
Supervisor	Your Title
Date Left	
Salary	
Description of Work	
Reason for Leaving/Wanting to Leave	

(3) Previous Employer		Phone No.
Address	Date started	Date Left
Supervisor	Your title	Salary
Description of Work		
Reason for Leaving/Wanting to Leave		
(4) Previous Employer		Phone No.
Address	Date started	Date Left
Supervisor	Your Title	Salary
Description of Work		
Reason for Leaving/Wanting to Leave		

Please explain all periods of unemployment exceeding 90 days: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EDUCATION:**

Did you graduate from high school?  Yes  No if no, last grade completed \_\_\_\_ GED Obtained?  Yes  No

College-University-Trade Business-Correspondence School Name Location	No. Of Years	Major Area Of Study	Semester Hours	Degrees Granted

(Applicants may be required to provide copies of transcripts and/or diplomas/certificates)

**Military Service of the United States:**

Branch of Service \_\_\_\_\_ List any relevant job-related skills during military service (you may be required to provide a copy of form DD214). \_\_\_\_\_

**Personal Data:**

Please list any other names you have used in connection with employment or education \_\_\_\_\_

Have you previously worked for Austin County?  Yes  No If so, when? \_\_\_\_\_

Department \_\_\_\_\_ Position \_\_\_\_\_ Supervisor \_\_\_\_\_

Are you authorized to work in this country?  Yes  No (Proof of citizenship or immigration status will be required upon employment)

Can you perform the essential functions of the job for which you are applying with or without reasonable accommodation  Yes  No

Are you currently under indictment for any crime?  Yes  No If yes, state nature of indictment, date, and location of case(s). \_\_\_\_\_

Have you ever: been convicted, pled guilty, pled no contest, or received deferred adjudication or probation for \_\_\_\_\_ and criminal act?\*

Yes  No \*A criminal conviction is not necessarily a bar to employment. False statements or omissions of information, whether intentional or unintentional, will be grounds for immediate elimination from further consideration (or dismissal from employment with Austin County if hired.)

If yes, list ALL such offenses and state date, name of Court and disposition. (You may omit minor traffic violations for which you paid a fine of \$100 or less)

\_\_\_\_\_  
\_\_\_\_\_

List all counties and states you have resided in within the past 10 years.

\_\_\_\_\_

**Do you have a current driver's license?**  Yes  No

Do you have a commercial driver's license?  Yes  No

**Has your driver's license ever been suspended or revoked:**  Yes  No

If yes, explain: \_\_\_\_\_

List all licenses/certifications/registrations you hold (such as Drivers, electrician, etc.)

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

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

Are you related by blood or marriage to any Austin County employee/official?  Yes  No

\_\_\_\_\_  
Name Where Employed Relationship

**Give the names and addresses of three persons, other than relatives, who have knowledge of your character, experience or ability:**

Name	Address	Occupation	Telephone Number

List any additional experience and training you have had which in your opinion would qualify you for the position you seek:

(Example: apprenticeships, technical skills, foreign languages spoken/written, etc.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

# IMPORTANT

## **It is the responsibility of the applicant to read the following before signing:**

I certify that the answers given herein are true and complete. I understand that any falsification or willful omission made in my application, resume or interview(s) shall be sufficient cause for refusal of employment or dismissal whenever discovered. I understand that the information provided in my application, resume and interviews may be investigated, and I hereby authorize each former employer, whether given as a reference or not, to answer any questions and furnish any information sought by the County concerning any qualifications for employment. Depending on the department and position applied for, I understand that such investigation may include a full criminal history and FBI records check. I hereby release the County and all third parties supplying information to the County from all liability, including liability caused by negligence, arising from reference and background checks conducted by or on behalf of the employer about me. I also understand that this application is subject to the Open Records Act and may be released as a public document.

I understand that my employment is at the discretion of the Commissioners' Court or Elected Official/ Department Head concerned, and that Austin County is an employment-at-will employer, which means that I may resign at any time and the County, may terminate my employment at any time for any or no reason.

I understand that my employment is contingent upon successful completion of a pre-placement physical, drug and alcohol tests. Health care providers of the County's selection will conduct this examination. I certify that I will fully and truthfully answer any questions asked by the health care providers or staff. I understand that a positive result from the drug screen will eliminate me from consideration from any County job. While employed, if my department head requests, I will submit to additional physical examinations and drug screen by health care providers of the County's selection for the purpose of determining my fitness for continued employment. If injured during the course of employment, I will promptly report such injury to my supervisor or elected official/department head. If medical treatment is necessary or requested, I will submit to treatment or examination by health care providers of my selection.

I understand that some departments of the County have an Employee Policies Manual, which describes additional obligations, terms and conditions of employment. I agree to promptly familiarize myself with the terms of such documents and abide thereby, if applicable. I understand and agree that all benefits, programs, rules and policies of the County are subject to exceptions or change at any time, as decided by the County.

I certify that I have carefully read each provision of this application for employment and that I have been given an opportunity to ask questions concerning any provision which I do not fully understand.

I understand that employment with Austin County is "at will," which means that either I or Austin County can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. No contract of employment shall exist between Austin County and myself for any duration, either specified or unspecified. All employment is continue on that basis.

### **This application must be signed.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

It is the policy of Austin County not to discriminate in employment on the basis of race, religion, color, age, national origin, sex, marital status, veteran status or disability. To request a reasonable accommodation or other assistance, contact Human Resources at 979-865-6480.

Please check (✓) your experience/skills/abilities by in the following areas:

OFFICE SKILLS

Typing Speed	Skills	Clerical Experience	No. Of Years
<input type="checkbox"/> Below 40 wpm	<input type="checkbox"/> 10 Key by touch	<input type="checkbox"/> Receptionist	
<input type="checkbox"/> 40-49 wpm	<input type="checkbox"/> Excel	<input type="checkbox"/> Data Entry	
<input type="checkbox"/> 50-59 wpm	<input type="checkbox"/> Word	<input type="checkbox"/> Bookkeeping	
<input type="checkbox"/> 60-69 wpm	<input type="checkbox"/> Power Point	<input type="checkbox"/> Filing	
<input type="checkbox"/> Above 70 wpm	<input type="checkbox"/> Microsoft Outlook	<input type="checkbox"/> Purchasing	
	<input type="checkbox"/> Internet	<input type="checkbox"/> Secretarial	
	<input type="checkbox"/> Adobe Acrobat	<input type="checkbox"/> Records Management	
	<input type="checkbox"/> Court Reporting	<input type="checkbox"/> Cashier	
	<input type="checkbox"/> Shorthand - Speed		

Please check (✓) your experience/skills/abilities by in the following areas:

LABOR / MAINTENANCE / SKILLED CRAFT / EQUIPMENT OPERATION

Skill Areas	No. Of Years' experience	Operated	No. Of Years' experience
<input type="checkbox"/> Concrete finishing		<input type="checkbox"/> Water Truck Chip Spreader	
<input type="checkbox"/> Welding		<input type="checkbox"/> Backhoe	
<input type="checkbox"/> Asphalt work		<input type="checkbox"/> Front End Loader	
<input type="checkbox"/> Surveying		<input type="checkbox"/> Bulldozer	
<input type="checkbox"/> Setting grades		<input type="checkbox"/> Track hoe	
<input type="checkbox"/> Flagging		<input type="checkbox"/> Tractor Trailer	
<input type="checkbox"/> Plumbing		<input type="checkbox"/> Tractor with mower	
<input type="checkbox"/> Painting		<input type="checkbox"/> Hydraulic excavator	
<input type="checkbox"/> Carpentry		<input type="checkbox"/> Motor grader	
<input type="checkbox"/> Electrical		<input type="checkbox"/> Dump truck	
<input type="checkbox"/> HVAC		<input type="checkbox"/> Winch truck	
<input type="checkbox"/> Auto mechanic		<input type="checkbox"/> Roller-packer	
<input type="checkbox"/> Mechanic - heavy equip.		<input type="checkbox"/> Pneumatic roller	
<input type="checkbox"/> Sign maintenance			
<input type="checkbox"/> Grounds keeping/landscaping			
<input type="checkbox"/> Road maintenance/construction			