

APPLICATION FOR EMPLOYMENT

Howard County, TX

An Equal Employment Opportunity Employer

HOWARD COUNTY COURTHOUSE
300 Main
Big Spring, TX 79720
<http://www.co.howard.tx.us>

NAME _____ DATE _____
Last First M.I.

ADDRESS _____
Box or Street City State Zip Code

DAY PHONE _____ EVENING PHONE _____ E-MAIL _____

AVAILABLE TO WORK: FULL-TIME PART-TIME TEMPORARY TX DRIVERS LICENSE NO. _____

In compliance with the Immigration Reform and Control Act, are you legally eligible for employment in the United States? Yes No

POSITION(S) APPLYING FOR _____ DATE AVAILABLE FOR WORK _____

Have you ever been convicted of a felony or a crime of moral turpitude? Yes No (Conviction will not necessarily disqualify an applicant from employment consideration.) If yes, provide date and explanation _____

Education	Course of Study/Major	Degree
High School		
College		
Other		
Licenses or Certifications		

Military Service/Branch:	Dates:	Rank at Discharge:
Type of Discharge:	Specialties:	

References: (Do not include persons who are related to you or are previous employers)

Name	Address and Phone	Occupation	Years Acquainted

List relatives who are elected officials or county employees. Include relatives by blood or marriage. (Use an additional sheet if necessary)

Name	Relationship	Department/Job Title

Can you speak a foreign language? Yes No If yes, which language? _____

Special skills and qualifications _____

Equipment, office machines (including software) that you can operate _____

EMPLOYMENT EXPERIENCE: List all jobs held in the past 10 years Start with your present or most recent job. Use an additional sheet if necessary. A resume alone is not acceptable - this section must be completed.

Previously employed by Howard County? Yes No (If yes, this information MUST BE included on this application)

Employer: _____
Address/Phone: _____
Dates Employed: _____ Ending Salary: _____
Job Title: _____ Duties: _____
Supervisor's Name/Phone _____
Reason for Leaving: _____

Employer: _____
Address/Phone: _____
Dates Employed: _____ Ending Salary: _____
Job Title: _____ Duties: _____
Supervisor's Name/Phone _____
Reason for Leaving: _____

Employer: _____
Address/Phone: _____
Dates Employed: _____ Ending Salary: _____
Job Title: _____ Duties: _____
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Employer: _____
Address/Phone: _____
Dates Employed: _____ Ending Salary: _____
Job Title: _____ Duties: _____
Supervisor's Name/Phone _____
Reason for Leaving: _____

List any other information that you feel might reflect your abilities (e.g. volunteer/community work, civic/professional organizations, etc.)

READ CAREFULLY BEFORE SIGNING

I hereby certify that the statements made and answers given by me to the questions on this form are true and correct and that there are no omissions. I understand that any evasion, untruthful statement, answer, or omission shall be sufficient cause for discharge at any time. I hereby request and authorize representatives of the companies shown under "Employment History" and on any attached pages to furnish Howard County any information regarding my employment with them together with any information they may have regarding me, including motor vehicle records, military records, financial status, criminal record, and general reputation, and I hereby release such companies, and persons, from all liability, claims, and damages in connection with the furnishing of such information, I acknowledge that the foregoing completed application form does not in any way constitute a contract of employment.

REFERENCE CHECK AUTHORIZATION

I authorize investigation of all statements contained in this application for employment and release Howard County, its management and appointed and elected officials, from any and all liability resulting from such investigation. Upon my termination, I authorize release of reference information regarding my employment and work record and release Howard County from any and all liability resulting from the release of such information.

Signature _____

Date _____