

[illegible]

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

Are you related by blood or marriage to any elected official or person in the employment of the Of the County of Van Zandt? O yes O no
If so please list;

Name

Where Employed

Relationship

References;

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

Name

Address

Occupation

Telephone

Please indicate you experience/skills/abilities in the following areas;

Typing speed

Skills

Clerical experience

Years of experience

- ☐ Below 40 wpm
☐ 40 to 49 wpm
☐ 50 to 59 wpm
☐ 60 to 69 wpm
☐ Above 70 wpm

- ☐ 10 key by touch
☐ MS Excel
☐ MS Word
☐ MS Word Perfect
☐ MS PowerPoint
☐ Quattro Pro
☐ Shorthand
☐ Court Reporting
☐ Other

- ☐ Receptionist
☐ Data Entry
☐ Bookkeeping
☐ Filing
☐ Purchasing
☐ Secretarial
☐ Records management
☐ Cashier
☐ Other

Labor/Maintenance/Skilled Craft/Equipment Operation

Please indicate you experience/skills/abilities in the following area;

Skill Area	Number of Years	Equipment Operated	Number of Years
Concrete		Water Truck	
Finishing		Chip Spreader	
Welding		Backhoe	
Asphalt Work		Front-end Loader	
Surveying		Bulldozer	
Setting Grades		Trackhoe	
Flagging		Tractor Trailer	
Plumbing		Tractor with Trailer	
Painting		Boom-Axe	
Carpentry		Excavator	
Electrical		Dump Truck	
Mechanic		Roller Packer	
Road Maintenance		Pneumatic Roller	
Other		Other	

Road & Bridge employees must have a valid Texas Commercial Driver's license (CDL). The Precinct Commissioner may grant a new employee 90 days to obtain a CDL. The Commissioner may waive this requirement if the employee is hired to operate equipment that does not require a CDL.

List any additional experience or 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.)

List all licenses/certifications you hold: (such as a Commercial Driver's License, Electrician, Plumber)

Type:	Number:	Expiration Date:
Type:	Number:	Expiration Date:
Type:	Number:	Expiration Date:

Important!

IT is the responsibility of the applicant to read the following before signing:

APPLICANTS STATEMENT AND AGREEMENT

I certify that the answers given herein are true and complete to the best of my knowledge. I understand that any falsification or willful omission made in my application, resume, or interview(s) shall be sufficient cause for dismissal or refusal of employment, whenever discovered. I hereby authorize each former employer, whether given as a reference or not, to answer any questions and furnish any information sought by Van Zandt County concerning any qualifications for my employment. I understand that such investigation may include criminal history records check. I authorize investigator of all statements contained in this application for employment, and I release Van Zandt County, its management and appointed and elected officials, and all third parties for supplying information to the County for any liability including liability caused by my negligence, arising from reference and background checks conducted by or on my behalf of the employer about me. Upon my termination, I authorize release of reference information regarding my employment and work record and release the County from any and all liability resulting from the release of such information. I also understand that this application is subject to the Texas Public Information Act and may be released as public document.

I Understand that my employment is at the discretion of the Commissioners' Court or elected or appointed Department Head concerned, and that Van Zandt 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 some departments of the County have an Employee Handbook or policies which describe 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, change, or elimination 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 the acceptance by the employer neither expresses nor implies I will be offered employment.

This application must be signed.

Signature _____ Date _____

What led you to apply with the County?

<input type="checkbox"/>	Stopped in to check on available jobs	<input type="checkbox"/>	County website
<input type="checkbox"/>	Referred by County employee	<input type="checkbox"/>	Texas WorkForce Commission
<input type="checkbox"/>	Other	<input type="checkbox"/>	Newspaper Advertisement

Please return this application and any resume you may have to:

Human Resources office room 105

121 East Dallas St. Canton, TX 75103