



Van Zandt County
Human Resources
121 E. Dallas Rm. 105
Canton, TX 75103

(903) 567-7383

Fax (903) 567-7351

Van Zandt County Website:
www.vanzandtcounty.org

Van Zandt County

Employment Application
An Equal Opportunity Employer

It is the policy of Van Zandt County not to discriminate on the basis of race, religion, color, age, national origin, marital status, veteran status, disability, sexual orientation of any other legally protected status. To request a reasonable accommodation or other assistance in the application process, contact the County Human Resources Office at (903) 567-7383 or mail your request to the address above.

Name _____
(Last) _____ (First) _____ (Middle) _____

Address _____
(Street) _____ (City) _____ (State) _____ (Zip) _____

Telephone _____ Email _____

Position Applied For _____ Department _____ Date _____

On what date are you available to begin work? _____

Are you willing to Work: Full-Time Part-time Temporary Shift Work

May we contact your present employer?: Yes No

Previous employment: List all employment (including military service) for at least the past 10 years. Begin with you present position and work back. Provide complete answers. The reason for leaving and salary fields must be completed.

Please do not write see resume. Attach additional sheets and/or your resume to provide sufficient qualifying experience information. Account for all periods of time in the previous 10 years, even if unemployed.

From _____ To _____ Job Title _____ Salary _____ Employer _____

Supervisor _____ Phone No. _____ Employer Address _____

Reasons for Leaving/Wanting to Leave _____

Description _____
XX

From _____ To _____ Job Title _____ Salary _____ Employer _____

Supervisor _____ Phone No. _____ Employer Address _____

Reasons for Leaving/Wanting to Leave _____

Description _____
XX

From _____ To _____ Job Title _____ Salary _____ Employer _____

Supervisor _____ Phone No. _____ Employer Address _____

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Description _____
XX

From _____ To _____ Job Title _____ Salary _____ Employer _____

Supervisor _____ Phone No. _____ Employer Address _____

Reasons for Leaving/Wanting to Leave _____

Description _____

XX

Please explain all unemployment gaps. _____

Education: Did you Graduate high school? Yes No If no last Grade completed _____ GED Obtained Yes No

High School-college-University-Trade-Business-Correspondence School		No. of Years	Major Area Of Study	Degrees Granted
Name	Location			

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

Military Service:

Branch service: _____ (list any relevant job-related skills acquired during military service.)

Number of yrs served _____ Rank at discharge _____ (DD214 May be required)

Personal Data:

Please list any other names you have used in connection with employment/education: _____

Have you previously worked for Van Zandt County? Yes No If so when? _____

Department _____ Position _____ Supervisor _____

Are you authorized to work lawfully in the U.S.A.? Yes No (proof of status will be required upon employment)

Have you been told the essential functions of the job or been shown a copy of the job description listing essential functions of the job? Yes No

Can you perform the essential/marginal functions of the job for which you are applying with/without reasonable accommodations? Yes No

Have you ever been convicted of a crime? (Exclude convictions that have been sealed, expunged or legally eradicated, and misdemeanor convictions for which probation was completed and the case was dismissed.) Yes No

If YES, please briefly describe the nature of the crime(s), the date and place of conviction and the legal disposition of the case, Van Zandt County will deny employment to any applicant solely because he person has been convicted of a crime. The County, however, may consider the nature, date and circumstances of the offense as well as whether the offense is relevant to the duties of the position applied.

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
<input type="radio"/>	Below 40 wpm	<input type="radio"/> 10 key by touch	<input type="radio"/> Receptionist _____
<input type="radio"/>	40 to 49 wpm	<input type="radio"/> MS Excel	<input type="radio"/> Data Entry _____
<input type="radio"/>	50 to 59 wpm	<input type="radio"/> MS Word	<input type="radio"/> Bookkeeping _____
<input type="radio"/>	60 to 69 wpm	<input type="radio"/> MS Word Perfect	<input type="radio"/> Filing _____
<input type="radio"/>	Above 70 wpm	<input type="radio"/> MS PowerPoint	<input type="radio"/> Purchasing _____
		<input type="radio"/> Quattro Pro	<input type="radio"/> Secretarial _____
		<input type="radio"/> Shorthand	<input type="radio"/> Records management _____
		<input type="radio"/> Court Reporting	<input type="radio"/> Cashier _____
		<input type="radio"/> Other	<input type="radio"/> 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?

Stopped in to check on available jobs	County website
Referred by County employee	Texas WorkForce Commission
Other	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