

Callahan County is an Equal Opportunity Employer (EOE) and does not base hiring decisions on Race, Religion, National Origin, Disabilities, Gender or Age.

## CALLAHAN COUNTY APPLICATION FOR EMPLOYMENT

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Telephone Number \_\_\_\_\_ Are you over 18 years old?  Yes  No

Are you authorized to work in the U.S. on an unrestricted basis?  Yes  No

How did you learn of this opening?

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

Can you perform these essential functions with or without reasonable accommodation?  Yes  No

Are there any hours, shifts, or days you cannot or will not work?

Shift Preferred: Part-time  Yes  No Full-time  Yes  No

Are you willing to work overtime as required?  Yes  No

Have you ever been convicted of a felony?  Yes  No (Conviction will not necessarily disqualify an applicant for employment.) If yes, describe conditions: \_\_\_\_\_

| EDUCATION                | NAME & LOCATION OF SCHOOL | MAJOR | DIPLOMA DEGREE |
|--------------------------|---------------------------|-------|----------------|
| High School              |                           |       |                |
| College/University       |                           |       |                |
| College/University       |                           |       |                |
| Other Training/Education |                           |       |                |

In addition to your work history (reverse side), what other experiences, skills or qualifications would especially fit you for work with our company?

\_\_\_\_\_

POSITIONS APPLIED FOR: 1. \_\_\_\_\_ 2. \_\_\_\_\_

Wage or salary desired \$ \_\_\_\_\_

When can you start? \_\_\_\_\_

**HISTORY**May we contact your present employer?  Yes  No

|                             |                      |     |                      |           |
|-----------------------------|----------------------|-----|----------------------|-----------|
| Most Recent Employer:       |                      |     | Address:             | Telephone |
| Date Started:               | Starting Salary \$   | per | Starting Position:   |           |
| Date Left:                  | Salary on leaving \$ | per | Position on Leaving: |           |
| Name & Title of Supervisor: |                      |     |                      |           |
| Description of Duties:      |                      |     | Reason for Leaving:  |           |
| Previous Employer:          |                      |     | Address:             | Telephone |
| Date Started:               | Starting Salary \$   | per | Starting Position:   |           |
| Date Left:                  | Salary on leaving \$ | per | Position on Leaving: |           |
| Name & Title of Supervisor: |                      |     |                      |           |
| Description of Duties:      |                      |     | Reason for Leaving:  |           |
| Previous Employer:          |                      |     | Address:             | Telephone |
| Date Started:               | Starting Salary \$   | per | Starting Position:   |           |
| Date Left:                  | Salary on leaving \$ | per | Position on Leaving: |           |
| Name & Title of Supervisor: |                      |     |                      |           |
| Description of Duties:      |                      |     | Reason for Leaving:  |           |
| Previous Employer:          |                      |     | Address:             | Telephone |
| Date Started:               | Starting Salary \$   | per | Starting Position:   |           |
| Date Left:                  | Salary on leaving \$ | per | Position on Leaving: |           |
| Name & Title of Supervisor: |                      |     |                      |           |
| Description of Duties:      |                      |     | Reason for Leaving:  |           |

**APPLICANT'S CERTIFICATION AND AGREEMENT**

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the County to make an investigation of any of the facts set forth in this application.

I understand that employment in Callahan County is "at will", which means that either I or the County can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager or executive of the County, other than the Commissioner's Court has any authority to alter the foregoing.

Date \_\_\_\_\_ Applicant's Signature \_\_\_\_\_