

ZAPATA COUNTY APPLICATION FOR EMPLOYMENT



200 East 7th Avenue, Suite 154
Zapata, Texas 78076

Phone Number: 956-765-9955
Fax Number: 956-765-8058

Instructions: All applications for employment must be made on this form. Applicants are urged to consider carefully and understand fully each question and having done so, to fill ALL blanks accurately. Neatness is important. Please use black or blue ink only. Resumes will be accepted as a supplement to the application but not in place of it. Incomplete applications will not be processed.

Zapata County is an EQUAL OPPORTUNITY EMPLOYER. Federal and State laws prohibit discrimination in employment practices because of race, color, religion, sex, age, national origin, or disability.

(PLEASE PRINT)

Date _____ Position for which applying: _____

Referral Source: (circle one) Advertisement Walk-in Friend Relative Other

Name _____
Last First Middle

Address _____
Street City State Zip Code

Phone Number/ Area Code _____ Social Security Number _____

Driver's License Number/State _____ Type of License _____

EDUCATION

Do you have a high school diploma or GED ___ Yes ___ No

School Name _____

School Address _____

City/State/Zip Code _____

Telephone Number _____

Semester Hrs. Completed _____ Major/Minor Concentration _____

Names of Diploma/Degree _____

SKILLS AND/OR EXPERIENCE

Office Skills

Typing _____ wpm

Shorthand _____ wpm

Word Processor _____

10 Key by Touch _____

Computer Software _____

Road & Bridge Positions Only

Front End Loader _____ Dozer _____

Diesel Mechanic _____ Roller _____

Grader _____ Dump Trk _____

Grade-all _____

Other Equipment _____

List any Licenses or Certificates you hold.

Do you have Military experience? _____ Yes _____ No

Branch _____ Type of Discharge _____

EMPLOYMENT INFORMATION

If the answer to any of the following questions is YES, list details in the remarks section.

Have you ever been fired or asked to resign from a job within the past 5 years? _____ Yes _____ No

Are you currently an employee with Zapata County? Which Department? _____ Yes _____ No

Have you worked for Zapata County previously? When? _____ Yes _____ N

Do you have relatives working for Zapata County? List _____ Yes _____ No

Have you ever been bonded? When? _____ Yes _____ No

Have you been convicted of a crime in the past (10) ten years, excluding misdemeanors and summary offenses, which has been annulled, expunged or sealed by Court? _____ Yes _____ No

REMARKS:

1. ONLY COMPLETED APPLICATIONS WILL BE PROCESSED.

2. Please list your most recent job first, including military service assignments or activities.

EMPLOYMENT EXPERIENCE

Job Title _____ Dates Employed _____ Salary _____

Employer: _____

Address: _____

Supervisor: _____

Worked performed: _____

Reason for Leaving: _____

Job Title _____ Dates Employed _____ Salary _____

Employer: _____

Address: _____

Supervisor: _____

Worked Performed: _____

Reason for Leaving: _____

Do you object to having any of the above employers contacted?

_____ Yes _____ No If yes, explain below.

Former names under which your references or former employers would know you: _____

REFERENCES

Name: _____

Address: _____ Phone No. _____

Name: _____

Address: _____ Phone No. _____

Name: _____

Address: _____ Phone No. _____

Name: _____

Address: _____ Phone No. _____

STATEMENT OF CERTIFICATION

I understand that no employment contract either express or implied is created should I be hired by Zapata County. I understand that in certain circumstances I will be required to pass a drug and/or alcohol test PRIOR to employment. I also understand that if I am a new employee, I will be required to complete a 90 day training period. I give my consent to Zapata County to conduct a background investigation including reference checks, criminal searches and verification of credentials.

I hereby certify that the foregoing statements are true and correct to the best of my knowledge and belief, and hereby grant Zapata County permission to verify such answers. I understand that any false statement on this application may be considered as sufficient cause for rejection of this application, or dismissal if such false statement is discovered subsequent to my employment.

If I am hired, I understand that I am an *at-will employee*, I am free to resign at any time, with or without cause and without prior notice, except as may be required by law. Similarly, *Zapata County may terminate my employment at any time with or without cause or notice.*

Prior to being hired, all applicants accepted for employment with Zapata County will provide positive proof of identification and proof of eligibility to work in the United States.

Signature

Date