

LEE COUNTY EMPLOYMENT APPLICATION

(not to be used for jail or sheriff's department, see other application)

Human Resources Department
200 South Main, Room 102 Giddings, Texas 78942
Equal Opportunity Employer M/F/D/V

The Age Discrimination in Employment Act of 1967 forbids discrimination against Persons over the age of 40.

Applicant Information			
<i>You must answer all questions to be considered for a position.</i>			
Full Name:			Date:
<i>Last</i>	<i>First</i>	<i>M.I.</i>	<i>Month/Day/Year</i>
Address:		SSN:	
<i>Street Address</i>		<i>Apartment/Unit #</i>	
<i>City</i>		<i>State</i>	<i>ZIP Code</i>
Position Applied for: Full time OR Part time (circle one)			Position:
Phone: ()		E-mail Address:	
Date Available:		Desired Salary: \$	
Are you eligible to work in the United States?	YES ___	NO ___	
Have you ever worked for the County?	YES ___	NO ___	If yes, when?
Have you ever been convicted of a felony?	YES ___	NO ___	If yes, explain?
Has Bond been refused?	YES ___	NO ___	
All applicants for employment must be at least 16 years old. Can you submit proof of age after employment?			YES ___ NO ___
Are you related by blood or marriage to any Lee County employee/official?	YES ___	NO ___	If yes, state name and relationship.
Have you applied before?	YES ___	NO ___	Give Dates:
Referred By:			

Education				
<i>Please identify any educational background you believe we should consider in evaluation of your qualifications for the position you seek.</i>				
High School:		Address:		
Number of years:	Did you graduate?	YES ___	NO ___	Degree and Major Subjects:
College:		Address:		
Number of years:	Did you graduate?	YES ___	NO ___	Degree and Major Subjects:
College:		Address:		
Number of years:	Did you graduate?	YES ___	NO ___	Degree and Major Subjects:
Other:		Address:		
Number of years:	Did you graduate?	YES ___	NO ___	Degree and Major Subjects:
Honors or Awards received:				
Other course work applicable to this type of work:				

Previous Employment

Provide employer information for the last 10 years and any other work history you feel is relevant to the position you have applied for. Attached extra sheets if necessary.

Company: _____ Phone: ()

Address: _____ Supervisor: _____

Your Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Your Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Company: _____ Phone: ()

Address: _____ Supervisor: _____

Your Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Your Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Company: _____ Phone: ()

Address: _____ Supervisor: _____

Your Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Your Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

References

Please provide names of three (3) people not related to you, whom you have known for at least (1) year.

Full Name: _____ Relationship: _____

Company: _____ Phone: ()

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: ()

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: ()

Address: _____

U.S. Military Service			
Number of years served	Branch of Service	Rank at Discharge	Duties

Licenses/Equipment/Machines Operated			
Computer: OS, Software, Languages:			
Typing (WPM):			
Heavy Equipment:			
Light Equipment:			
Mechanical/Equipment repair experience:			
Welding Experience:	YES __	NO __	If yes, What type?
Driver's License:	YES __	NO __	
CDL License:	Class A __	Class B __	
Other:			
Related Extracurricular Activities:			

Emergency Contact	
Full Name:	Relationship:
Address:	
Phone (1): ()	Phone(2): ()

Disclaimer and Signature
<p>I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to hire me, or for discharge should I be hired. I authorize any person, organization or company listed on this application to furnish you any and all information concerning my previous employment, education and qualifications for employment. I also authorize Lee County to request and receive such information. I hereby understand and acknowledge that, unless otherwise stated by applicable law, the employment relationship with Lee County is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge at any time with or without cause. It is further understood that the "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized official of Lee County. This application is not an employment contract and its use is to screen applicants interested in employment with Lee County.</p> <p style="text-align: center;">REFERENCE CHECK AUTHORIZATION</p> <p>I hereby request and authorize all persons, schools, companies, credit bureaus, corporations, law enforcement agencies, and educational institutions to furnish the County of Lee with any information regarding my employment together with any information they may have regarding me, including motor vehicle records, military records, criminal records, and general reputation. I understand that background checks are routinely conducted on applicants. This authorization is to release said organization(s) and individual(s) from all liability, claims and damages in connection with the furnishing of such information.</p>
<p style="text-align: center;">_____ Signature Print Name Date</p>

Applications must be submitted to the Lee County Treasurer (Human Resource Dept) located at 200 South Main Room 102, Giddings, TX 78942 or as indicated on job listing.