

COUNTY OF VICTORIA APPLICATION FOR EMPLOYMENT

An Equal Employment Opportunity Employer



If you need assistance in completing this application, please inquire at Administrative Services. Furthermore, the county conducts pre-employment qualification testing and personal interviews in the application process. If you believe you will require reasonable accommodation (e.g., interpreter, TDD, scheduling adjustments) in the application process, please inform Administrative Services in writing when you submit your application.

GENERAL INFORMATION:

Position Applied For _____ County Dept. _____

Please list the date on which you can begin work _____ Desired Hourly Wage: \$ _____

Full Legal Name _____ Home Phone _____

Address _____ Bus. hone _____

City _____ State _____ Zip _____

EXPERIENCE:

Start with your present or most recent job. Describe all paid work experience and be sure to emphasize the knowledge, skills, and abilities that best demonstrate your qualifications for this position. Resumes may be attached, but **PLEASE DO NOT WRITE "SEE RESUME"**.

Job Title:	Dates Employed: (mo/yr)	to (mo/yr)
Employer:	Hourly Rate/Salary: (beg)	(end)
Address:	Duties:	
Supervisor:		
Phone:		
Reason for Leaving:		

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Supervisor:		
Phone:		
Reason for Leaving:		

Please continue on another sheet if you need additional space.

In compliance with the Immigration Reform and Control Act, are you legally eligible for employment in the United States: ____ Yes ____ No.

Under the Act, you will be required to provide documentation of your eligibility should you be employed.

Have you ever been convicted of a law violation, excluding minor traffic violations? ____ Yes ____ No.

If yes, please provide date and explanation: _____

Do you have relatives employed by Victoria County? ____ Yes ____ No

If yes, please provide names and departments: _____

Law Enforcement Positions Only (including detention and correction officers): Are you 21 years of age or older? Yes ____ No ____

EDUCATION:

Circle Highest Grade Completed 1 2 3 4 5 6 7 8 9 10 11 12

Do you have a High School Diploma _____ GED _____ Name of High School _____

	Vocational/Technical	College/University	College/University
Name of School			
School Address			
City/State/Zip			
Telephone Number			
Semester Hours Completed			
Major/Minor Concentration			
Name of Degree/Diploma			

SPECIAL SKILLS AND QUALIFICATIONS:

Summarize special skills or qualifications that are relevant to the position for which you are applying:

List all equipment, office machines, personal computers (including software) that you can operate:

Typing Speed _____ words per minute Data Entry _____ keystrokes per hour 10 Key by touch _____

Licenses (to include drivers), certificates, or other authorization to practice a trade or profession:

REFERENCES:

Please list the appropriate information for at least three references who are familiar with your background and not related to you through blood or marriage.

1. _____

Name and Address	Phone	Occupation
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2. _____

Name and Address	Phone	Occupation
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3. _____

Name and Address	Phone	Occupation
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APPLICANT'S STATEMENT (Please read carefully and sign below.)

I certify the statements and information contained herein are true, complete, and correct to the best of my knowledge and I authorize any former employer to release to this employer or its authorized representative any and all employment records and other information it may have about my employment. I understand the information will be used for the purpose of evaluating my application for employment and that I am responsible for providing legal documents verifying my identity and eligibility for employment. In addition, I understand, if selected for an interview, true copies of all degrees, certificates or licenses listed on this application will be required before any employment decision can be made. A photocopy of this authorization shall be as valid as the original.

I understand and agree, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time, and that intentional misrepresentation of my application or during the interview process will subject me to immediate discharge.

I also understand that only written representations and promises of this employer will be enforceable.

Signature of Applicant _____ Date _____