

Part -Time

Full - Time



TYLER COUNTY

AN EQUAL OPPORTUNITY EMPLOYER

It is our policy to comply fully with all federal, state and local equal employment opportunity laws. This organization provides equal employment, advancement opportunities, and access to services for all persons regardless of race, creed, sex, national origin, age, religion, disability, marital status, or any other classification protected by law. If you need assistance completing this application and/or with any testing required during the application process, please ask the staff in the Treasurer's Office so that assistance may be provided. A job description will be available for review for each job posted.

Resumes will be accepted as additional Applicant information, but not in lieu of a completed Application for Employment.

PLEASE PRINT IN INK

| | | | |
|--|--|--|---|
| NAME (As is appears on Social Security Card/Work Permit Card) | | | |
| Last | | First | M.I. |
| SOCIAL SECURITY NUMBER | | | |
| ADDRESS | | | |
| CITY, STATE, ZIP | | | |
| HOME TELEPHONE | | MESSAGE CONTACT | NAME NUMBER |
| DAYTIME TELEPHONE | | ARE YOU AT LEAST 18 YEARS OLD? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| OTHER NAMES YOU HAVE USED: | | | |
| POSITION APPLIED FOR: | | DEPARTMENT: | |
| REFERRED FOR THIS POSITION BY: | | DATE AVAILABLE: | |
| HAVE YOU EVER BEEN EMPLOYED BY THIS ORGANIZATION? | | WHEN | DEPT. |
| <input type="checkbox"/> NO <input type="checkbox"/> YES | | | |
| SUPERVISOR: | | REASON FOR LEAVING: | |
| DO YOU HAVE A RELATIVE CURRENTLY WORK FOR TYLER COUNTY: NO <input type="checkbox"/> YES <input type="checkbox"/> IF YES, WHAT IS HIS OR HER NAME? | | | |
| IN WHAT DEPARTMENT DOES YOUR RELATIVE WORK? | | | |
| HAVE YOU EVER BEEN CONVICTED OF A FELONY? A CONVICTION WILL NOT NECESSARILY DISQUALIFY AN APPLICANT FROM EMPLOYMENT | | IF APPLYING FOR A POSITION WHICH REQUIRES DRIVING A VEHICLE, PLEASE PROVIDE THE FOLLOWING INFORMATION: | CAN YOU, IF HIRED SUBMIT VERIFICATION OF YOUR LEGAL RIGHT TO WORK IN THE UNITED STATES? |
| <input type="checkbox"/> NO <input type="checkbox"/> YES If yes, give location, date, change and disposition of case(s) on a separate page | | I HAVE A VALID DRIVER'S LICENSE: <input type="checkbox"/> NO <input type="checkbox"/> YES TYPE: | <input type="checkbox"/> NO <input type="checkbox"/> YES |
| | | D.L.# | STATE: |

If you have served in the U.S. Military, please provide the following information:

Branch of Service

From:

To:

Type of Discharge:

EDUCATION/SKILLS

| EDUCATIONAL LEVEL | NAME | CITY | STATE | CIRCLE YRS. COMPLETED | UNITS COMPLETED | DEGREE | MAJOR |
|-----------------------------|------|------|-------|-----------------------|-----------------|--------|-------|
| HIGH SCHOOL | | | | 9 10 11 12 | | | |
| COMMUNITY OR JUNIOR COLLEGE | | | | 1 2 | | | |
| BUSINESS OR TRADE SCHOOL | | | | 1 2 | | | |
| COLLEGE OR UNIVERSITY | | | | 1 2 3 4 | | | |
| GRADUATE SCHOOL | | | | 1 2 3 4 | | | |

COMPUTER SOFTWARE SKILLS

| COMPUTER SOFTWARE | NAME OF SOFTWARE | Your Proficiency with the Software |
|-------------------|------------------|---|
| Word Processing | | <input type="checkbox"/> Skilled <input type="checkbox"/> Competent <input type="checkbox"/> Familiar |
| Spreadsheet | | <input type="checkbox"/> Skilled <input type="checkbox"/> Competent <input type="checkbox"/> Familiar |
| Database | | <input type="checkbox"/> Skilled <input type="checkbox"/> Competent <input type="checkbox"/> Familiar |
| Other | | <input type="checkbox"/> Skilled <input type="checkbox"/> Competent <input type="checkbox"/> Familiar |

LICENSES / CERTIFICATIONS / ORGANIZATIONS

| | TYPES OF LICENSES and CERTIFICATIONS | DATE ISSUED | REGISTRATION NUMBER | STATE | EXPIRES MO/YR. |
|--|--------------------------------------|-------------|---------------------|-------|----------------|
| PROFESSIONAL LICENSES and CERTIFICATIONS (Job Related) | | | | | |
| | | | | | |
| | | | | | |

LICENSES / CERTIFICATIONS / ORGANIZATIONS

| | NAME | DATE | NAME | DATE |
|--|------|------|------|------|
| PROFESSIONAL, SCHOLASTIC and OTHER ORGANIZATIONS (Job Related) <small>Exclude memberships that indicate your race, religion, color, national origin, ancestry, sex, age, disability or veteran status</small> | | | | |
| | | | | |
| | | | | |

JOB RELATED TRAINING

| NAME OF COURSE | YEAR COMPLETED | NAME OF COURSE | YEAR COMPLETED |
|----------------|----------------|----------------|----------------|
| | | | |
| | | | |
| | | | |

THIS PORTION OF THE APPLICATION MUST INCLUDE A MINIMUM OF 10 YEAR WORK HISTORY AND MUST BE COMPLETED EVEN IF SUPPLEMENTED BY A RESUME

LIST YOUR MOST RECENT EMPLOYER FIRST INCLUDING U.S. MILITARY SERVICE AND UNPAID OR VOLUNTEER WORK.
 BASE SALARY DOES NOT INCLUDE OVERTIME, BONUSES OR COMMISSIONS.

| | | | | | | |
|--|--------------|------------------|--------------------|--|---------------|-----------------------------|
| FROM (Mo/Yr.): | TO (Mo/Yr.): | TOTAL: | YRS. | MOS. | YOUR POSITION | |
| EMPLOYER: | | YOUR SUPERVISOR: | | | | |
| ADDRESS: | | | | PHONE: | | |
| TYPE OF BUSINESS: | | | REASON FOR LEAVING | | | |
| BASE SALARY | | START / FINAL | | <input type="checkbox"/> MONTHLY <input type="checkbox"/> WEEKLY <input type="checkbox"/> HOURLY | | OTHER COMPENSATION, BONUSES |
| BRIEF DESCRIPTION OF YOUR DUTIES& RESPONSIBILITIES | | | | | | |
| | | | | | | |
| FROM (Mo/Yr.): | TO (Mo/Yr.): | TOTAL: | YRS. | MOS. | YOUR POSITION | |
| EMPLOYER: | | YOUR SUPERVISOR: | | | | |
| ADDRESS: | | | | PHONE: | | |
| TYPE OF BUSINESS: | | | REASON FOR LEAVING | | | |
| BASE SALARY | | START / FINAL | | <input type="checkbox"/> MONTHLY <input type="checkbox"/> WEEKLY <input type="checkbox"/> HOURLY | | OTHER COMPENSATION, BONUSES |
| BRIEF DESCRIPTION OF YOUR DUTIES& RESPONSIBILITIES | | | | | | |
| | | | | | | |
| FROM (Mo/Yr.): | TO (Mo/Yr.): | TOTAL: | YRS. | MOS. | YOUR POSITION | |
| EMPLOYER: | | YOUR SUPERVISOR: | | | | |
| ADDRESS: | | | | PHONE: | | |
| TYPE OF BUSINESS: | | | REASON FOR LEAVING | | | |
| BASE SALARY | | START / FINAL | | <input type="checkbox"/> MONTHLY <input type="checkbox"/> WEEKLY <input type="checkbox"/> HOURLY | | OTHER COMPENSATION, BONUSES |
| BRIEF DESCRIPTION OF YOUR DUTIES& RESPONSIBILITIES | | | | | | |
| | | | | | | |
| FROM (Mo/Yr.): | TO (Mo/Yr.): | TOTAL: | YRS. | MOS. | YOUR POSITION | |
| EMPLOYER: | | YOUR SUPERVISOR: | | | | |
| ADDRESS: | | | | PHONE: | | |
| TYPE OF BUSINESS: | | | REASON FOR LEAVING | | | |
| BASE SALARY | | START / FINAL | | <input type="checkbox"/> MONTHLY <input type="checkbox"/> WEEKLY <input type="checkbox"/> HOURLY | | OTHER COMPENSATION, BONUSES |
| BRIEF DESCRIPTION OF YOUR DUTIES& RESPONSIBILITIES | | | | | | |
| | | | | | | |

(ATTACH ADDITIONAL PAGE IS NECESSARY)

EXPLANATION OF INTERRUPTIONS IN EMPLOYMENT HISTORY

Please use this space to explain employment history interruptions since high school that do not pertain to pregnancy, child care, disability or any other protected activity.

| |
|--|
| |
|--|

(ATTACH ADDITIONAL PAGE IS NECESSARY)

REFERENCES

| | |
|---|---|
| NAME: _____ ADDRESS: _____ CITY, ST, ZIP _____ DAYTIME PHONE: _____ RELATIONSHIP: _____ <p align="center">(No Relatives)</p> | NAME _____ ADDRESS: _____ CITY, ST, ZIP _____ DAYTIME PHONE: _____ RELATIONSHIP _____ <p align="center">(No Relatives)</p> |
| NAME: _____ ADDRESS: _____ CITY, ST, ZIP _____ DAYTIME PHONE: _____ RELATIONSHIP: _____ <p align="center">(No Relatives)</p> | NAME _____ ADDRESS: _____ CITY, ST, ZIP _____ DAYTIME PHONE: _____ RELATIONSHIP _____ <p align="center">(No Relatives)</p> |

AUTHORIZATION AND AGREEMENT

| | | |
|------------------------------------|-------------------------|--|
| I HEREBY AUTHORIZE YOU TO CONTACT: | MY PRESENT EMPLOYER(S): | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| | MY PAST EMPLOYERS: | <input type="checkbox"/> YES <input type="checkbox"/> NO |

As part of our normal procedure in processing applications, a routine inquiry will be made concerning your background. Former employers, school record offices and personal, school and employment references may be contacted by a consumer reporting agency or County personnel to verify and obtain information concerning your background, qualifications, school and work records. You may be asked to sign another form authorizing the release of school records or to supply grade transcripts. Information gathered about your background and qualifications will be used to help make a fair employment decision. This information will only be available to those participating in this decision or those who process employment applications. As part of this investigation, a consumer reporting agency of County personnel may also conduct a check of criminal records. This agency may keep and use information it supplies to us in this investigation for its own business purposes. Further information such as the name of the consumer reporting agency or the nature and scope of such inquiry, if one is made, is available to you upon written request. You will also be given a separate disclosure and authorization to review and sign concerning any reports prepared about your background for us by a consumer-reporting agency that compiled the report.

I hereby authorize the employer, its representatives, employees or agents to conduct all pre-employment inquiries and tests as described. I further authorize the employer and its agents to verify all statements contained in this application and any other materials I submit in connection with my employment application. I agree to complete any requisite authorizations forms. I release the employer, its agents and all providers of information from any liability arising out of the gathering and use of such information. In the event of employment, this authorization and release is valid throughout my employment and a photocopy is as effective as the original.

I understand all offers of employment are conditional upon satisfactory reference checks, successful completion of all pre-employment tests and production of all documents necessary for the employer to verify my identity and work authorization in accordance with the requirements of the Immigration and Naturalization Services.

As an employer, this organization is subject to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Applicants who believe they are covered by these Acts are invited to identify their disabilities and special accommodations they feel are necessary to adequately perform their jobs. Submission of this information is strictly voluntary and may be made to the Personnel Director.

I certify the information provided in this application is true and complete to the best of my knowledge. I understand withholding pertinent information or submitting false or misleading information on this application, my resume, during interviews or at any other time during the hiring process constitutes valid grounds for disqualification from further consideration for hire or immediate dismissal from employment and loss of all employee benefits and privileges. I further understand and agree that the employer shall not be liable in any respect if my employment is so denied or terminated.

I understand and agree that if I am applying for a law enforcement or jail position, I will be required to comply with all the requirements of the Texas Commission on Law Enforcement Officer Standards and Education or other equivalent agency as require by the State. I further understand that any offer of employment is conditioned upon completing all those tests, including physical agility, to determine my fitness for this position.

I understand and agree that, if required for the position, I will submit to a pre-employment driving record check and/or pre-employment physical, and in accordance with the County's adopted policies, I will submit to a pre-employment drug/alcohol screen as well as any other drug/alcohol screenings as required by the County's policy. I understand and agree that, if I refuse to submit to such physical, drug/alcohol screen, or driving record check, I will not be considered for employment with Tyler County. I also understand that, once employed, refusal to submit to such exams or a positive result on a drug/alcohol screen will be grounds for disciplinary action, which may include termination.

I understand the acceptance of this application by the employer neither expresses nor implies I will be offered employment. I understand my employment is at will and I may resign at any time for any reason; similarly, my employment may be terminated by the organization at any time for any reason. Any changes to this at-will employment agreement will not be valid unless in writing signed by me and a duly authorized representative of this employing organization.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE AUTHORIZATION AND AGREEMENT STATEMENTS.

SIGNATURE OF
APPLICANT

DATE

FAIR CREDIT REPORTING ACT

Disclosure and Authorization Statement

To: All Applicants for Employment *(Please Read Carefully Before Signing Below)*

In processing my application for employment, I understand the employer, its representatives, employees or agents may obtain a consumer report and investigative consumer report for employment purposes concerning my past employment, work habits, education, military record, motor vehicle record, credit background, references, character, general reputation, personal characteristics, mode of living, civil judgments, liens, and information about my criminal conviction background consistent with state and federal law.

I understand that upon written request to the employer, I will be informed whether an investigative consumer report through a consumer reporting agency was requested and I will be given information as to the nature and scope of the investigation and summary of my rights under the Fair Credit Reporting Act. I understand an investigative consumer report is a report in which information concerning my character, general reputation, personal characteristics or mode of living is obtained through personal interviews with neighbors, friends, associates, or others with whom I am acquainted or who may have knowledge concerning this information.

By signing below, I authorize this employer to obtain consumer report and an investigative consumer report on me as part of the pre-employment background and investigation process. If I am offered employment, I further authorize my employer to obtain additional consumer and investigative consumer reports and updates on me for employment purposes at any time during my employment. A copy of this authorization is as valid as the original.

Name *(please print)*

Signature

Date Signed

(PLEASE RETURN THIS PAGE WITH YOUR COMPLETED APPLICATION)

VOLUNTARY CONSENT TO PRE-EMPLOYMENT DRUG TESTING

Applicant Name: _____

Tyler County has a vital interest in maintaining safe, healthful and efficient working conditions for its employees. Using or being under the influence of drugs may pose serious safety and health risks not only for the user but for his/her co-workers and the public, as well.

By signing this Notice, the applicant understands and voluntarily agrees to submit to pre-employment drug screening. The applicant further agrees to release Tyler County and its directors, officers, agents, employees, subsidiaries and affiliated concerns from any and all liability, claims, demands, damages and causes of action of every kind and nature arising out of the pre-employment drug screening and any decision concerning employment made by Tyler County, in whole or in part, based upon the results of the pre-employment drug screen.

ANY APPLICANT WHO IS UNWILLING TO AGREE TO THESE CONDITIONS SHOULD NOT APPLY FOR EMPLOYMENT WITH TYLER COUNTY. Refusal of any applicant to agree to pre-employment drug screening at this time does not preclude an applicant from applying for employment with Tyler County at some future time when the applicant will agree to conform to our policies.

I understand that my offer of employment with Tyler County is contingent upon my taking and passing a test for the presence of illegal drugs. I further understand and agree that I may be terminated from Tyler County should the results be positive for the presence of illegal drugs. I voluntarily consent to have a sample of my urine collected for the purpose of drug testing. In the event I should submit two or more samples for drug screening in connection with my application for employment, I understand that each sample must be negative for the presence of illegal drugs. The drug test will be conducted by a clinical certified laboratory. I hereby authorize the results of this testing to be released to Tyler County. This consent is subject to revocation at any time upon written notice. I understand that I may receive a copy of this consent form upon written request.

Signature of Applicant: _____

Date: _____

(To be maintained on file with Employment Application)

Please indicate your experience/skill/abilities in the following areas:

| Typing Speed: | Skills: | Clerical Experience | No. of Years |
|---------------------------------------|--|---|--------------|
| <input type="checkbox"/> Below 40 wpm | <input type="checkbox"/> 10-key by touch | <input type="checkbox"/> Receptionist | _____ |
| <input type="checkbox"/> 40-49 wpm | <input type="checkbox"/> Excel | <input type="checkbox"/> Data Entry | _____ |
| <input type="checkbox"/> 50-59 wpm | <input type="checkbox"/> Word | <input type="checkbox"/> Bookkeeping | _____ |
| <input type="checkbox"/> 60-69 wpm | <input type="checkbox"/> Word Perfect | <input type="checkbox"/> Filing | _____ |
| <input type="checkbox"/> Above 70 wpm | <input type="checkbox"/> Quattro Pro | <input type="checkbox"/> Purchasing | _____ |
| | <input type="checkbox"/> PowerPoint | <input type="checkbox"/> Secretarial | _____ |
| | <input type="checkbox"/> Other word processing | <input type="checkbox"/> Records Management | _____ |
| | <input type="checkbox"/> Other software | <input type="checkbox"/> Cashier (electronic) | _____ |
| | <input type="checkbox"/> AS/400 Mainframe | <input type="checkbox"/> Other | _____ |
| | <input type="checkbox"/> Shorthand – speed | | _____ |
| | <input type="checkbox"/> Court Reporting | | _____ |
| | <input type="checkbox"/> Other: | | _____ |

LABOR/MAINTENANCE/SKILLED CRAFT/EQUIPMENT OPERATION

Please indicate your experience/skill/abilities in the following areas:

| Skill Areas: | No. of Years | Equipment Operated: | No. of Years |
|--|--------------|--|--------------|
| <input type="checkbox"/> Concrete Finishing | _____ | <input type="checkbox"/> Water truck | _____ |
| <input type="checkbox"/> Welding | _____ | <input type="checkbox"/> Chip Spreader | _____ |
| <input type="checkbox"/> Asphalt work | _____ | <input type="checkbox"/> Backhoe | _____ |
| <input type="checkbox"/> Surveying | _____ | <input type="checkbox"/> Front End Loader | _____ |
| <input type="checkbox"/> Setting grades | _____ | <input type="checkbox"/> Bulldozer | _____ |
| <input type="checkbox"/> Flagging | _____ | <input type="checkbox"/> Trackhoe | _____ |
| <input type="checkbox"/> Plumbing | _____ | <input type="checkbox"/> Tractor Trailer | _____ |
| <input type="checkbox"/> Painting | _____ | <input type="checkbox"/> Tractor with mower | _____ |
| <input type="checkbox"/> Carpentry | _____ | <input type="checkbox"/> Hydraulic excavator | _____ |
| <input type="checkbox"/> Electrical | _____ | <input type="checkbox"/> Motor grader | _____ |
| <input type="checkbox"/> HVAC | _____ | <input type="checkbox"/> Dump truck | _____ |
| <input type="checkbox"/> Auto mechanic | _____ | <input type="checkbox"/> Winch truck | _____ |
| <input type="checkbox"/> Heavy equip. mechanic | _____ | <input type="checkbox"/> Roller-packer | _____ |
| <input type="checkbox"/> Sign maintenance | _____ | <input type="checkbox"/> Pneumatic roller | _____ |
| <input type="checkbox"/> Grounds keeping /landscaping | _____ | <input type="checkbox"/> Other | _____ |
| <input type="checkbox"/> Road maintenance / construction | _____ | | _____ |
| <input type="checkbox"/> Other | _____ | | _____ |