

Application for Employment

Zavala County Appraisal District

323 W. Zavala St.
Crystal City, TX 78839

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process, should notify a representative of the Human Resources Department.

Name _____ Social Security # _____

Last First Middle Initial

Address _____

Street City State Zip Code

Telephone # _____ Mobile/Other Phone # _____

Position(s) applied for _____ Date of Application _____

If necessary, best time to call you at home is.... _____

May we contact you at work?..... Yes No

If yes, work number and best time to call:
() : AM/PM

If you are under 18 and it is required,
can you furnish a work permit?..... Yes No

Have you applied here before?..... Yes No
If yes, give date(s) and position(s)

Have you ever been employed here before? Yes No

If yes, give dates: From ___/___/___ To ___/___/___

Are you legally eligible for employment in
this country?..... Yes No

Date available to work..... ___/___/___

What is your desired salary range or hourly rate of pay?
\$ _____ Per _____

Type of employment desired: Full-Time Part-Time

Educational Co-Op Seasonal Temporary

Will you relocate if job requires it?..... Yes No

Will you travel if job requires it? Yes No

If they have been explained to you,
are you able to meet the attendance
requirements of the position?..... Yes No

Will you work overtime if required? Yes No

If no, please explain _____

Driving may be required in the job for which you are applying.
Please provide your Driver License number below:

DL# _____ State _____

Have you ever been bonded:..... Yes No

Answering "Yes" to the following question does not constitute an automatic
bar to employment. Factors such as date of the offense, seriousness & nature of the
violation, rehabilitation and position applied for, will be taken
into account.

Have you ever pled "guilty" or "no contest" to, or have
been convicted of a crime?..... Yes No

If yes, please provide date(s) and details _____

References

List name and telephone number of three business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references who are *not* related to you.

Name	Title	Relationship to You	Telephone	Number of Years Known

Employment History

Starting with your most recent employer, provide the following information.

Employer	Telephone #	Month Year	Month Year
		Dates employed: / to /	
Street Address	City	State	Zip Code
		Compensation (Starting)	
		\$	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary
Starting job title/final job title		Compensation (Final)	
		\$	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary
Immediate Supervisor and title		May we contact for reference?	
		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	

Summarize the type of work performed and job responsibilities.

Reason for leaving

Employer	Telephone #	Month Year	Month Year
		Dates employed: / to /	
Street Address	City	State	Zip Code
		Compensation (Starting)	
		\$	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary
Starting job title/final job title		Compensation (Final)	
		\$	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary
Immediate Supervisor and title		May we contact for reference?	
		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	

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Starting job title/final job title		Compensation (Final)	
		\$	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary
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		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	

Summarize the type of work performed and job responsibilities.

Reason for leaving

Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying.

Computer Skills (Check appropriate boxes. Include software titles and years of experience.)

Word Processing _____ Years: _____ Internet _____ Years: _____
 Spreadsheet _____ Years: _____ Other _____ Years: _____
 Presentation _____ Years: _____ Other _____ Years: _____
 E-Mail _____ Years: _____ Other _____ Years: _____

Educational Background

Starting with your most recent school attended, provide the following information.

School (include City & State)	Years Completed	Completed	Major/Minor
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Other _____	
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Other _____	
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Other _____	

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with this employer, is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the forgoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to eliminate me from further consideration for employment, or may result in my immediate discharge from the employer's service, whenever it is discovered.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date _____