

**VAN ZANDT COUNTY
APPLICATION FOR EMPLOYMENT**

We consider applicants for all positions without regard to race, color, religion, creed, gender, national original, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Last Name	First Name	Middle Name
Address:		
Number	Street	City
		State
Zip		
Telephone Number(s)		

Position Applied for:	Date of Application:
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On what date are you available to work?

Are you available to work:		
Full Time	Part Time	Temporary

Have you been told the essential functions of the job or have you been shown a copy of the job description listing the essential functions of the job?	Yes	No
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Can you perform these essential functions with or without reasonable accommodation?		
		No
		Yes

Have you ever been convicted of a felony?
If so, please give details.

Are you related by blood or marriage to any employee or former employee of Van Zandt County?		
		No
		Yes
If so, please give		
Name	Relationship	Employer

If you are not an American citizen, do you have a Visa which permits you to work in this country?		
		No
		Yes

EDUCATION

Name & Location of School	Major Subject	Years Completed	Diploma/Degree
High School			
College			
Graduate School			
Other (Specify)			
Describe any honors or awards			
Extracurricular activities related to the position for which you are applying			

U. S. MILITARY SERVICE

No. Of Years Served	Branch of Service	Rank at Discharge	Duties
Are you a member of the National Guard or Reserve?			
Yes	No	Inactive	Active

MACHINE SKILLS

_____ Typewriter	_____ wpm
_____ Calculator	_____ Touch?
_____ PC	WordPerfect Lotus dBase Q&A Windows
Other: _____	
Road Equipment:	

REFERENCES

List three (3) personal references not related:		
Name	Address	Phone

PREVIOUS EMPLOYMENT

Provide employer information for the last ten (10) years and any other work history you feel is relevant to the position for which you have applied. If you need additional space, please continue on a separate sheet of paper.

Present or last employer	Phone No	
Address	Date Started	Date Left
Immediate Supervisor	Their Title	Your Title
Annual Salary on Leaving	Reason for Leaving	
Your Duties		

Previous employer	Phone No	
Address	Date Started	Date Left
Immediate Supervisor	Their Title	Your Title
Annual Salary on Leaving	Reason for Leaving	
Your Duties		

Previous employer	Phone No	
Address	Date Started	Date Left
Immediate Supervisor	Their Title	Your Title
Annual Salary on Leaving	Reason for Leaving	
Your Duties		

In case of an emergency, notify:		
Name	Address	Phone

I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize Van Zandt County to make an investigation of any of the facts set forth in this application.

I understand that employment with Van Zandt County is "at will" which means that either I or Van Zandt County can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no elected or appointed official, supervisor, or manager of the County has any authority to alter the foregoing.

I certify that the answers given herein are true and complete to the best of my knowledge.

Date	Applicant's Signature
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