

Van Zandt County Human Resources 121 E. Dallas Rm. 105 Canton, TX 75103

Van Zandt County

(903) 567-7383

Employment ApplicationAn Equal Opportunity Employer

Fax (903) 567 -7351 Van Zandt County Website: www.vanzandtcounty.org

It is the policy of Van Zandt County not to discriminate on the basis of race, religion, color, age, national origin, marital status, veteran status, disability, sexual orientation of any other legally protected status. To request a reasonable accommodation or other assistance in the application process, contact the County Human Resources Office at (903) 567-7383 or mail your request to the address above.

Name		****	
(Last)	(First)	(Mid	ddle)
Address		,	
(Street)	(City)	(State)	(Zip)
Felephone	Email		· Normaliana de la compansión de la comp
Position Applied For	Department		Date
On what date are you available to k Are you willing to Work: O	pegin work? Full-Time O Part-time O Temp	— porary O Shift Work	
May we contact your present emp		Joint Work	
	loyment (including military service) for at least	the past 10 years. Begin w	vith you present position and work
	The reason for leaving and salary fields must be		,, ,
	tach additional sheets and/or your resume to		g experience information. Account for
all periods of time in the previous 1		,	0 -
	the state of the s		
From To	Job Title	Salary	Employer
		,	
Supervisor	Phone No	Employer Addres	SS
Reasons for Leaving/Wanting to Le	ave		
	y -		
Description			
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From To	Job Title	Salary	Employer
Supervisor	Phone No	Employer Address	
Reasons for Leaving/Wanting to Le	ave		
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Description			
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From To	Job Title	Salary	Employer
-			
Supervisor	Phone No	Employer Addres	ss
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Reasons for Leaving/Wanting to Le	ave		
-			
Description			
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From	То	Job Title		Salary	Employer
Supervisor		Phone No		Employer Address	
Reasons for Lea	aving/Wanting to Leave	-			
XXXXXXXXXXX		(XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	(XXXXXXXXXX	XXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Education: [Did you Graduate high so	hool? <u>O Yes O No</u> I	f no last Gra	de completed	GED Obtained O Yes O No
Ī	High School-college-Univer	sity-Trade-			
	Business-Correspondence		No. of Years	Major Area Of Study	Degrees Granted
Name	Location				
				v	
<u> </u>			-		
(Applicants m	ay be required to provide of	copies of transcripts and	d/or diploma	s/certificates.)	
Miliary Servic	ce:				
	I	list any relevant job-re	lated skills ac	quired during military se	rvice.
Number of yrs	served Rank at	discharge	(DD2	214 May be required)	
Personal Data:					
	other names you have use				
	iously worked for Van Zand				
	rized to work lawfully in the				
Have you beer	told the essential function	ns of the job or been sh	own a copy o	f the job description listi	ng essential functions of the job? O Yes
O No					
20 5					reasonable accommodations? O Yes O No
convictions for	which probation was com	pleted and the case wa	s dismissed.)	O Yes O No	gally eradicated, and misdemeanor
Zandt County	will deny employment the nature, date and ci	to any applicant sole	ly because h	ne person has been co	nd the legal disposition of the case, Van nvicted of a crime. The County, however ense is relevant to the duties of the
List ALL such paid a fine of		he date, name of Cou	ırt and disp	osition. (You may omit	t minor traffic violations for which you

Are you related by b	olood or marriage to any e	lected official or person in the en	mployment of the Of the County of	Van Zandt? O yes O no
If so please list;				
Name		Where Employed	Relationship	
References;				
Give the names ar	nd addresses of three p	ersons, other than relatives, v	who have knowledge of you cha	racter, experience or ability:
Name	Address		Occupation	Telephone
Please indicate y Typing speed	ou experience/skills/	abilities in the following ar	reas; Years of experience	
Below 40 wpm 40 to 49 wpm 50 to 59 wpm 60 to 69 wpm Above 70 wpm	10 key by touch MS Excel MS Word MS Word Perfect MS PowerPoint Quattro Pro Shorthand Court Reporting Other	Receptionist Data Entry Bookkeeping Filing Purchasing Secretarial Records management Cashier Other		

Labor/Maintenance/Skilled Craft/Equipment Operation

Please indicate you experience/skills/abilities in the following area;

	Number of		Number of
Skill Area	Years	Equipment Operated	Years
Concrete		Water Truck	
Finishing		Chip Spreader	
Welding		Backhoe	
Asphalt Work		Front-end Loader	
Surveying		Bulldozer	
Setting Grades		Trackhoe	
Flagging		Tractor Trailer	
Plumbing		Tractor with Trailer	
Painting		Boom-Axe	
Carpentry		Excavator	
Electrical		Dump Truck	
Mechanic		Roller Packer	
Road Maintenance		Pneumatic Roller	
Other		Other	

Road & Bridge employees must have a valid Texas Commercial Driver's license (CDL). The Precinct Commissioner may grant a new employee 90 days to obtain a CDL. The Commissioner may waive this requirement if the employee is hired to operate equipment that does not require a CDL.

List any additional experience or training you have seek: (example: apprenticeships, technical skills, for			he position you
List all licenses/certifications you hold: (such as a	Commercial Drive	r's License, Electrician, Plumber)	
Type:	Number:	Expiration Da	ite:
Type:	Number:	Expiration Da	ite:
Type:	Number:	Expiration Da	ite:
In	nportar	nt!	
IT is the responsibility of th	e applicant to read	the following before signing:	
APPLICANTS S	STATEMENT AN	ID AGREEMENT	
I certify that the answers given herein are true and complete made in my application, resume, or interview(s) shall be suffication; authorize each former employer, whether given as a reference County concerning any qualifications for my employment. I usuathorize investigator of all statements contained in this appropriated and elected officials, and all third parties for supple negligence, arising from reference and background checks contained in the release of reference information regarding my employment the release of such information. I also understand that it public document.	icient cause for dismissance or not, to answer any inderstand that such invilication for employment lying information to the onducted by or on my beoloyment and work reco	If or refusal of employment, whenever dis questions and furnish any information s restigation may include criminal history re t, and I release Van Zandt County, its mar County for any liability including liability chalf of the employer about me. Upon my ord and release the County from any and	scovered. I hereby cought by Van Zandt ecords check. I nagement and caused by my y termination, I all liability resulting
I Understand that my employment is at the discretion of the Van Zandt County is an employment-at-will employer, which any time for any or no reason.			
I understand that some departments of the County have an Econditions of employment. I agree to promptly familiarize my and Agree that all Benefits, programs, rules and policies of the County.	yself with the rems of du	uck documents and abide thereby, if app	licable. I understand
I certify that I have carefully read each provision of this applied			
concerning any provision which I do not fully understand, I un offered employment. This application must		ce by the employer neither expresses no	r implies i will be
THIS approacion mass	. De oignear		
Signature		_ Date	
What led you to apply with the County?			
Stopped in to check on available jobs	County websi	te	
Referred by County employee		orce Commission	
Other	Newspaper A	dvertisement	

Please return this application and any resume you may have to:

Human Resources office room 105

121 East Dallas St. Canton, TX 75103