



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

# VAN ZANDT COUNTY

**Employment Application**  
 An Equal Opportunity Employer

(903) 567-7383  
 Fax (903) 567-7351  
 Van Zandt County Website:  
 www.vanzandtcounty.org

It is the policy of Van Zandt County not to discriminate in employment on the basis of race, religion, color, age, national origin, marital status, veteran status, disability, sexual orientation or 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) (Middle)  
 Address \_\_\_\_\_  
 (Street) (City) (State) (Zip)  
 Telephone \_\_\_\_\_

Position Applied For \_\_\_\_\_ Department \_\_\_\_\_ Date \_\_\_\_\_

On what date are you available to begin work? \_\_\_\_\_

Are you willing to work:  Full-time  Part-time  Temporary  Shift Work

May we contact your present employer?:  Yes  No

PREVIOUS EMPLOYMENT: **List all employment** (including military service) for at least the past 10 years. Begin with your present position and work back. Provide complete answers. The "Reason for Leaving" and "Salary" fields must be completed. **Please do not write "SEE RESUME"**. Attach additional sheets and/or your resume to provide sufficient qualifying experience information. Account for all periods of time in the previous 10 years, even if unemployed.

From \_\_\_\_\_ To \_\_\_\_\_ **Job Title** \_\_\_\_\_ Salary \_\_\_\_\_ Employer \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone No. \_\_\_\_\_ Employer Address \_\_\_\_\_

Reason for Leaving/Wanting To Leave \_\_\_\_\_

Description of Work \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ **Job Title** \_\_\_\_\_ Salary \_\_\_\_\_ Employer \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone No. \_\_\_\_\_ Employer Address \_\_\_\_\_

Reason for Leaving/Wanting To Leave \_\_\_\_\_

Description of Work \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ **Job Title** \_\_\_\_\_ Salary \_\_\_\_\_ Employer \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone No. \_\_\_\_\_ Employer Address \_\_\_\_\_

Reason for Leaving/Wanting To Leave \_\_\_\_\_

Description of Work \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ **Job Title** \_\_\_\_\_ Salary \_\_\_\_\_ Employer \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone No. \_\_\_\_\_ Employer Address \_\_\_\_\_

Reason for Leaving/Wanting To Leave \_\_\_\_\_

Description of Work \_\_\_\_\_

**Please explain all unemployment gaps** \_\_\_\_\_

\_\_\_\_\_

**Education:** Did you graduate high school?  Yes  No If no, last grade completed \_\_\_\_\_ GED Obtained  Yes  No

High School-College-University-Trade-Business- Correspondence School		No. Of Years	Major Area of Study	Degrees Granted
Name	Location			

(Applicants may be required to provide copies of transcripts and/or diplomas/certificates.)

**MILITARY SERVICE:**

Branch of Service: \_\_\_\_\_ List any relevant job-related skills acquired during military service.

\_\_\_\_\_

\_\_\_\_\_

Number of Yrs served \_\_\_\_\_ Rank at discharge \_\_\_\_\_ (DD214 may be required)

**PERSONAL DATA:**

Please **list any other names you have used** in connection with employment/education: \_\_\_\_\_

Have you previously worked for Van Zandt County?  Yes  No If so, when? \_\_\_\_\_

Department \_\_\_\_\_ Position \_\_\_\_\_ Supervisor \_\_\_\_\_

Are you authorized to work lawfully in the U.S.A.?  Yes  No (Proof of status will be required upon employment)

Have you been told the essential functions of the job or been shown a copy of the job description listing essential functions of the job? Can you perform the essential/marginal functions of the job for which you are applying with/without reasonable accommodation?  
 Yes  No

Have you ever been convicted of a crime? (Exclude convictions that have been sealed, expunged or legally eradicated, and misdemeanor convictions for which probation was completed and the case was dismissed).  Yes  No

If YES, please briefly describe the nature of the crime(s), the date and place of conviction and the legal disposition of the case. Van Zandt County will not deny employment to any applicant solely because the person has been convicted of a crime. The County, however, may consider the nature, date and circumstances of the offense as well as whether the offense is relevant to the duties of the position applied.

List ALL such offenses and state the date, name of Court and disposition. (You may omit minor traffic violations for which you paid a fine of \$100 or less)

\_\_\_\_\_

Are you related by blood or marriage to any elected official or person in the employment of the County of Van Zandt?  Yes  No  
 If so please list;

Name	Where Employed	Relationship

**References;**

Give the names and addresses of three persons, other than relatives, who have knowledge of your character, experience or ability:

Name	Address	Occupation	Telephone

Please indicate your experience/skills/abilities in the following areas;

<u>Typing speed;</u>	<u>Skills</u>	<u>Clerical experience</u>	Years of experience
<input type="radio"/> Below 40 wpm	<input type="radio"/> 10 key by touch	<input type="radio"/> Receptionist	_____
<input type="radio"/> 40 to 49 wpm	<input type="radio"/> MS Excel	<input type="radio"/> Data Entry	_____
<input type="radio"/> 50 to 59 wpm	<input type="radio"/> MS Word	<input type="radio"/> Bookkeeping	_____
<input type="radio"/> 60 to 69 wpm	<input type="radio"/> MS Word Perfect	<input type="radio"/> Filing	_____
<input type="radio"/> Above 70 wpm	<input type="radio"/> MS PowerPoint	<input type="radio"/> Purchasing	_____
	<input type="radio"/> Quattro Pro	<input type="radio"/> Secretarial	_____
	<input type="radio"/> Shorthand	<input type="radio"/> Records management	_____
	<input type="radio"/> Court Reporting	<input type="radio"/> Cashier	_____
	<input type="radio"/> Other	<input type="radio"/> Other	_____

**Labor/Maintenance/Skilled Craft/Equipment Operation**

Please indicate your experience/skills/abilities in the following areas;

Skill area	Number of Years		Equipment Operated	Number of Years
Concrete			Water Truck	
Finishing			Chip Spreader	
Welding			Back hoe	
Asphalt work			Front-end loader	
Surveying			Bulldozer	
Setting Grades			Trackhoe	
Flagging			Tractor Trailer	
Plumbing			Tractor with Mower	
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 had which in your opinion would qualify you for the position you seek:** (Example: apprenticeships, technical skills, foreign languages spoken/written, etc.):

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**List all licenses/certifications you hold:** (such as a Commercial Driver’s license, Electrician, Plumber):

Type;	Number;	Expiration Date
_____	_____	_____
Type;	Number;	Expiration Date
_____	_____	_____
Type;	Number;	Expiration Date
_____	_____	_____

# IMPORTANT!

It is the responsibility of the applicant to read the following before signing:

## **APPLICANTS STATEMENT AND AGREEMENT**

I certify that the answers given herein are true and complete to the best of my knowledge. I understand that any falsification or willful omission made in my application, resume or interview(s) shall be sufficient cause for dismissal or refusal of employment, whenever discovered. I hereby authorize each former employer, whether given as a reference or not, to answer any questions and furnish any information sought by Van Zandt County concerning any qualifications for employment. I understand that such investigation may include criminal history records check. I authorize investigation of all statements contained in this application for employment, and I release Van Zandt County, its management and appointed and elected officials, and all third parties supplying information to the County from any and all liability, including liability caused by negligence, arising from reference and background checks conducted by or on behalf of the employer about me. Upon my termination, I authorize release of reference information regarding my employment and work record and release the County from any and all liability resulting from the release of such information. I also understand that this application is subject to the Texas Public Information Act and may be released as a public document.

I understand that my employment is at the discretion of the Commissioners' Court or elected or appointed Department Head concerned, and that Van Zandt County is an employment-at-will employer, which means that I may resign at any time and the County may terminate my employment at any time for any or no reason.

I understand that my employment is contingent upon successful completion of a conditional post-employment offer fitness for duty examination which will include a drug screen. This examination will be conducted by health care providers of the County's selection. I certify that I will fully and truthfully answer any questions asked by the health care providers or staff. 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. If injured during the course of employment, I will promptly report such injury to my supervisor or department head. If medical treatment is necessary or requested, I will submit to treatment or examination by health care providers of the County's selection.

I understand that some departments of the County have an Employee Handbook or policies which describe additional obligations, terms and conditions of employment. I agree to promptly familiarize myself with the terms of such documents and abide thereby, if applicable. I understand and agree that all benefits, programs, rules and policies of the County are subject to exceptions, change, or elimination at any time, as decided by the County.

I certify that I have carefully read each provision of this application for employment and that I have been given an opportunity to ask questions concerning any provision which I do not fully understand. I understand the acceptance of this application by the employer neither expresses nor implies I will be offered employment. **This application must be signed.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

What led you to apply with the County?:

<input type="checkbox"/>	Stopped in to check on available jobs	<input type="checkbox"/>	County website
<input type="checkbox"/>	Referred by County employee	<input type="checkbox"/>	Texas WorkForce Commission
<input type="checkbox"/>	Other	<input type="checkbox"/>	Newspaper advertisement

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

Human Resources office room 105

121 East Dallas St. Canton, TX 75103