

County of Dickens, Texas

Dickens County Courthouse
 P.O. Box 179
 Dickens, TX 79229

Office: 806-623-5532
 Fax: 806-623-5319

Employment Application

The County of Dickens is an Equal Opportunity Employer

POSITION APPLIED FOR	
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Thank you for your interest in the County of Dickens as an employer. Only final candidates for posted openings will be contacted personally by the County.

GENERAL INFORMATION		
Name (last, first, middle initial)		
Street Address		City, State, Zip
Home Phone No	Work Phone No	Message Phone No
Are you authorized to work in the United States? Proof of Authorization will be required post hire		
Yes No		
TRAINING AND EDUCATION		
CIRCLE HIGHEST GRADE COMPLETED: 8 9 10 11		
12 GED		
Colleges/other training	Major/subject	Degree/certificates
ADDITIONAL SKILLS Describe skills relevant to the job for which you are applying		
SKILL	TYPE OF EXPERIENCE	LEVEL OF EXPERTISE
Office equipment, computers, software (typing speed, programs, etc.)		
Technical skills, professional licenses		
Heavy equipment, machinery		
Other		
Can you perform the essential functions of the job with or without reasonable accommodation? Yes No		

BACKGROUND INFORMATION			
PERFORMANCE AREAS			
Do you have a valid Texas State Driver's License?	Yes	No	Other State
(If position applied for involves driving), have you been convicted, pleaded to no contention or paid a fine for any traffic violations in the past three (3) years?	Yes	No	If yes please explain:
Have you been convicted of a felony or served time in prison within the last ten (10) years?	Yes	No	
Conviction will not necessarily bar you from employment. If yes, please explain:			
How/where did you hear about the position for which you are applying? (Check one)			
<input type="checkbox"/> Friend or relative	<input type="checkbox"/> City employee	<input type="checkbox"/> Employment Security	
<input type="checkbox"/> Newspaper ad	<input type="checkbox"/> City job bulletin	<input type="checkbox"/> City job hotline	
Which? _____			
<input type="checkbox"/> Other please specify _____			

EMPLOYMENT HISTORY			
Beginning with your present or most recent employment, list your employment history. Include self-employment, military service, volunteer experience and periods of unemployment. The following sections MUST be completed even if a resume is submitted.			
Employer	Employed from:	To:	
Address:	Supervisor		
Phone	Hours worked/week	Starting salary	
Position	Last salary		
Primary duties			
Number of employees supervised by you	May we contact this employer	Supervisor's phone	
Reason for leaving			
Employer	Employed from:	To:	
Address:	Supervisor		
Phone	Hours worked/week	Starting salary	
Position	Last salary		
Primary duties			
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Reason for leaving			
PROFESSIONAL REFERENCES Please list below any people in addition to supervisors listed above who can responsibly evaluate your work performance			
Name	Place of employment/title		Phone

It is understood and agreed that the foregoing is true to the best of my knowledge, and that my falsification of this application will be grounds for elimination from further consideration or, if employed by the County of Dickens, for dismissal. I authorize the County of Dickens to solicit information regarding my character, general reputation, credit, previous employment, and similar background information, and to contact any and all references I have given on my application. I release all parties and persons connected with any such request for information from all claims, liabilities, and damages that may arise out of the furnishing of such information. If employed, I release the County of Dickens from any liability for future references it may provide regarding my work history at the firm.

I understand that employment with the Employer is "at-will", which means that either the County or I 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.

Applicant's signature _____

Date _____