

MILAM COUNTY
APPLICATION FOR EMPLOYMENT
EQUAL OPPORTUNITY EMPLOYER

NOTE TO APPLICANT: Resumes are not accepted; please make sure all information is on the application. Please return completed application to Human Resources, 806 N Crockett, Suite E, Cameron, TX 76520; 254-697-7029.

Date of Application: _____ Position Applied For: _____

PERSONAL INFORMATION

Name: _____

Last

First

Middle

Physical Address: _____

Street

City

State

Zip

Mailing Address (if different): _____

PO Box or Other

City

State

Zip

Phone: _____ Home ___ Cell Alternate Phone: _____ Home ___ Cell

Email Address: _____

The following questions are information required for a bona fide occupational qualification, or dictated by national security laws, or needed for other legally permissible reasons.

Are you 18 Years or Older? ___ Yes ___ No

If hired, can you verify your legal right to work in the United States? ___ Yes ___ No

MILITARY SERVICE ___ Yes ___ No

If yes, Branch: _____ Rank: _____ Dates of Service: _____

Are you a member of the National Guard or Reserve? ___ Yes ___ No

BACKGROUND

Have you been convicted of or pleaded guilty or no contest to a felony offense in the last 7 years? ___ Yes ___ No
Conviction will not result in your automatic disqualification for employment. The seriousness of the crime, the date of the conviction and the relevance of the crime to the position you are applying will be considered.

If yes, Date: _____ Place: _____ Describe: _____

EMPLOYMENT DESIRED

What type of employment will you accept? (check all that apply)

___ Full Time ___ Part Time ___ Temporary ___ Seasonal

Desired Rate of Pay: \$ _____ per _____

Will you work overtime if required? ___ Yes ___ No

Will you travel if required? ___ Yes ___ No

If hired, date you can start: _____ How did you hear about this job? _____

Are you able to meet the attendance requirements of the position? ___Yes ___No

If no, please explain: _____

Have you ever been employed by Milam County? ___Yes ___No If yes, dates: _____

Department: _____

Are you related by blood or marriage to any current Milam County employee or elected official? ___Yes ___No

If yes, name of employee or elected official: _____

Department: _____ Relationship: _____

FORMER EMPLOYERS

List all employers for the past 7 years or your past 4 employers, including your current employer. List most recent employment first.

Current or Last Employer:

Name: _____ Position: _____

Address: _____

Dates of Employment: Start date: _____ End date: _____

Supervisor Name: _____ Supervisor Title: _____

May we contact? ___Yes ___No Phone Number: _____

Starting Pay: \$ _____ per _____ Ending or Current Pay: \$ _____ per _____

Job Title and Description of Duties: _____

Reason for Leaving: _____

Previous Employer:

Name: _____ Position: _____

Address: _____

Dates of Employment: Start date: _____ End date: _____

Supervisor Name: _____ Supervisor Title: _____

May we contact? ___Yes ___No Phone Number: _____

Starting Pay: \$ _____ per _____ Ending Pay: \$ _____ per _____

Job Title and Description of Duties: _____

Reason for Leaving: _____

Previous Employer:

Name: _____ Position: _____

Address: _____

Dates of Employment: Start date: _____ End date: _____

Supervisor Name: _____ Supervisor Title: _____

May we contact? ___Yes ___No Phone Number: _____

Starting Pay: \$ _____ per _____ Ending Pay: \$ _____ per _____

Job Title and Description of Duties: _____

Reason for Leaving: _____

Previous Employer:

Name: _____ Position: _____

Address: _____

Dates of Employment: Start date: _____ End date: _____

Supervisor Name: _____ Supervisor Title: _____

May we contact? Yes No Phone Number: _____

Starting Pay: \$ _____ per _____ Ending Pay: \$ _____ per _____

Job Title and Description of Duties: _____

Reason for Leaving: _____

Explain any gaps in your employment other than those due to personal illness, injury or disability: _____

Have you ever been involuntarily terminated from or asked to resign from a job? This does not apply to a layoff or reduction in force for economic reasons. Yes No If yes, please explain:

EDUCATION AND TRAINING

Schools Attended	School Name, City, State	Did you Graduate?	Type of Degree	Major
High School		Y N If no, do you have a GED?		
College, University, Technical School		Y N		
College, University, Technical School		Y N		
Other				

List all professional licenses/certifications relevant to the position you seek:

Type: _____ State: _____ Date Expires: _____ Lic #: _____

Type: _____ State: _____ Date Expires: _____ Lic #: _____

Type: _____ State: _____ Date Expires: _____ Lic #: _____

List any subjects of special study, experience, training or skills that you believe are relevant to the position you seek:

List all equipment, office machines, and computer programs you are able to operate which you believe will be useful in the position you seek:

PERSONAL REFERENCES

List three persons other than relatives that have knowledge of your work experience or education.

Name	Address	Phone	# Years Acquainted
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APPLICANT STATEMENT

I certify that all information included in this application is true, complete, and correct to the best of my knowledge. I authorize Milam County to investigate all information contained in this application to the extent it deems necessary in arriving at an employment decision. This application will be considered active for a period of six months. At the conclusion of that time, if I have not been hired by Milam County and still wish to be considered for employment, I understand that it will be necessary to fill out a new application. I understand that this application does not constitute a contract for employment and that no legal property interest is created by this application.

I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship is of an "AT WILL" nature, which means that the employee may resign at any time and the employer may discharge the employee at any time with or without cause. It is further understood that this "AT WILL" employment relationship may not be changed by any written document including personnel or employee handbook, or by any verbal agreement.

I understand that no person shall be denied employment with Milam County on the basis of any legally prohibited discrimination involving, but not limited to, race, color, creed, religion, gender, genetics, national origin, age, disability, marital status, veteran status, sexual orientation or any other legally protected status.

I also understand that I am required to abide by all rules and regulations of the employer in the event of employment. I agree to undergo any type of drug and/or alcohol testing that Milam County may require. I understand that if I am offered employment with Milam County, such employment may be conditioned on satisfactory completion of a background check, driving record check, and/or drug test.

I understand that false, incomplete, or misleading information given in my application or interview may result in my removal from consideration from employment or if after employment it may result in discipline or discharge. I understand that this employment application is a government record, and that making a false entry in a government record is a criminal offense.

I hereby authorize Milam County, its officers, 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 during the job interview. I hereby waive any and all rights and claims I may have regarding Milam County, its agents, employees or representatives, for seeking, gathering, and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me and further agree to indemnify and hold harmless Milam County, its agents, employees or representatives for gathering and using such information in the employment process. I hereby release each such employer or other person, firm, corporation or entity from any and all liability by reason of furnishing the requested information. I understand that in the event my application is not approved, the sources of confidential information cannot be revealed to me.

I certify that the statements and information contained herein are true, complete, and correct to the best of my knowledge.

Signature: _____

Date: _____