

KERR COUNTY APPLICATION FOR EMPLOYMENT

700 Main Street Suite BA-104 Kerrville, TX 78028 <http://www.co.kerr.tx.us/employment>
Telephone: (830) 896-9023, Fax: (830) 257-9227

Instructions: All applications for employment must be made on this form. Applicants are urged to consider carefully and understand fully each question and having done so, to fill in ALL blanks accurately. Neatness is important. Please use blue or black ink only. Resumes will be accepted as a supplement to the application but not in place of it. Incomplete applications will not be processed.

Kerr County is an Equal Opportunity Employer. Federal and State laws prohibit discrimination in employment practices because of race, color, religion, sex, age, national origin, or disability.

APPLYING for POSITION
(PLEASE PRINT) _____

Date _____

Referral Source: Advertisement () Walk-In () Friend () Relative () Internet () Other ()

Name

Last

First

Middle

Address

Street

City

State

Zip Code

Phone Number with Area Code _____

Social Security Number _____

Driver's License Number and State _____

Type of License _____

EDUCATION

Do you have a high school diploma or a G.E.D. _____ Yes _____ No Name of High School _____

	Vocational/Technical	College/University	College/University
School Name			
School Address			
City/State/Zip Code			
Telephone Number			
Semester Hrs Completed			
Major/Minor Concentration			
Names of Diploma/Degree			

SKILLS AND/OR EXPERIENCE

OFFICE SKILLS

Typing _____ wpm

Shorthand _____ wpm

Word Processor _____

10 Key by Touch _____

Word Processing Software (Please List) _____

Spreadsheet Software _____

Describe Specialized Training _____

List any Licenses or Certificates you hold. _____

Are you bilingual? _____ Yes _____ No

If yes, in what language(s)? _____

ROAD & BRIDGE POSITIONS ONLY

Front End Loader _____ Dozer _____

Diesel Mechanic _____ Roller _____

Grader _____ Dump Truck _____

Grade-all _____

Other Equipment _____

Do you have military experience? _____ Yes _____ No Branch _____ Type of Discharge _____

EMPLOYMENT INFORMATION

If the answer to any of the following questions is YES, list details in the remarks section. (Attach additional sheet, if necessary).

	YES	NO
Have you ever been fired or asked to resign from a job within the last five (5) years? Explain		
Are you currently an employee with Kerr County? Which Dept.?		
Have you worked for Kerr County Previously? When?		
Do you have relatives working for Kerr County? List		
Have you ever been bonded? When?		
Have you been charged, convicted, placed on deferred adjudication, or pretrial diversion for a crime other than a minor driving offense?		

REMARKS:

1. ONLY COMPLETED APPLICATIONS WILL BE PROCESSED.
2. Please list your most recent job first, including military service assignments and volunteer experience or activities.

EMPLOYMENT EXPERIENCE

Job Title	Dates	Employed	Work Performed
	From M/D/Y	To M/D/Y	
Employer Telephone Number			
Address City State Zip	Hourly Rates/Salary		
	Starting	Final	
Supervisor	Hours Worked Per Week		
Reason For Leaving			

Job Title	Dates	Employed	Work Performed
	From M/D/Y	To M/D/Y	
Employer Telephone Number			
Address City State Zip	Hourly Rates/Salary		
	Starting	Final	
Supervisor	Hours Worked Per Week		
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		From M/D/Y	
Employer	Telephone Number		
Address	City	State	Zip
Supervisor	Starting	Final	
	Hours Worked Per Week		
Reason For Leaving			

IF YOU NEED ADDITIONAL SPACE, PLEASE CONTINUE ON A SEPARATE SHEET OF PAPER.

Do you object to having any of the above employers contacted? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain below.

Former names under which your references and/or former employers would know you:

PERSONNEL USE ONLY DO NOT WRITE IN THIS SECTION	
Tests(s)	Scores(s)

REFERENCES

NAME	ADDRESS (Include City, State & Zip Code)	PHONE NUMBER	YEARS KNOWN

STATEMENT OF CERTIFICATION

I understand that no employment contract either express or implied is created should I be hired by Kerr County. I understand that I will be required to pass a drug and/or alcohol test prior to employment. I also understand that if I am a new employee, I will be required to complete a six (6) month probationary period. I give my consent to Kerr County to conduct a background investigation including reference checks, criminal searches and verification of credentials.

I hereby certify that the foregoing statements are true and correct to the best of my knowledge and belief, and hereby grant Kerr County permission to verify such answers.

I understand that any false statement on this application may be considered as sufficient cause for rejection of this application, or dismissal if such false statement on this application is discovered subsequent to my employment. The employment "at-will" rule in Texas means an employer or employee may terminate an employment relationship with or without cause, at any time.

Effective immediately, prior to being hired, all applicants accepted for employment with Kerr County will provide positive proof of identification and proof of eligibility to work in the United States.

Signature

Date