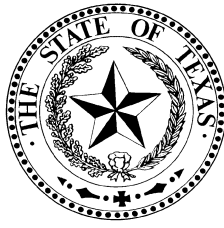


# APPLICATION FOR EMPLOYMENT

COUNTY OF BANDERA  
500 MAIN STREET  
BANDERA, TEXAS 78003



An Equal Opportunity Employer

Position(s) desired: \_\_\_\_\_ Salary Expected: \_\_\_\_\_  
(Specific Job Title(s)) \_\_\_\_\_

Date available for work: \_\_\_\_\_  Full-time  Part-time

If Part-time, specify days and hours per week: \_\_\_\_\_

1. Name: \_\_\_\_\_ 2. Social Security Number: \_\_\_\_\_

3. Is any additional information relative to your name, such as names used in previous employment, necessary to enable a check on your work record? If yes, please explain: \_\_\_\_\_

4. Address: \_\_\_\_\_  
Street City State and Zip Code

5. Phone Number(s) where you may be reached: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Other: \_\_\_\_\_

6. Person(s) to be notified in case of an emergency: \_\_\_\_\_

7. Are you over 18 years old? \_\_\_\_\_ 8. Are you lawfully eligible to work in the United States? \_\_\_\_\_

9. List all previous addresses for the past five (5) years:

Number & Street	City	State & Zip	(Dates) From – To
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## Office use only

Date Application received: \_\_\_\_\_ Time Received: \_\_\_\_\_ a.m./p.m.

10. SCHOOLS ATTENDED:

**High School:** Name: \_\_\_\_\_ Address \_\_\_\_\_

Did you graduate? \_\_\_\_\_ Major Studies \_\_\_\_\_

**Business or Trade School:** Name \_\_\_\_\_ Address: \_\_\_\_\_

Years attended: \_\_\_\_\_ Did you Graduate? \_\_\_\_\_ Major Studies: \_\_\_\_\_

**College:** Name: \_\_\_\_\_ Address: \_\_\_\_\_

Years attended: \_\_\_\_\_ Did you Graduate? \_\_\_\_\_ Major Studies: \_\_\_\_\_

**Other: (Specify):** Name: \_\_\_\_\_ Address: \_\_\_\_\_

Special qualifications (include technical and professional licenses, academic and professional awards, etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. OFFICE SKILLS:

Calculator  Computer  Dictating Machine  Adding Machine  Switchboard/telephone

Shorthand  \_\_\_\_\_ w.p.m. Typing  \_\_\_\_\_ w.p.m.

Other (Specify): \_\_\_\_\_

12. ARE YOU A VETERAN?  Yes  No Branch of Service: \_\_\_\_\_

Date of Service: From \_\_\_\_\_ to \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

List of duties performed in Service: \_\_\_\_\_  
\_\_\_\_\_

13. EMPLOYMENT RECORD – List all present and past employment beginning with the most recent first.

Employer's Name: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Salary (starting) \_\_\_\_\_ (ending) \_\_\_\_\_

Name & Title of Supervisor: \_\_\_\_\_

Your Job title: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Briefly describe the nature and duties of your position: \_\_\_\_\_  
\_\_\_\_\_

Employer's Name: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Salary (starting) \_\_\_\_\_ (ending) \_\_\_\_\_

Name & Title of Supervisor: \_\_\_\_\_

Your Job title: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Briefly describe the nature and duties of your position: \_\_\_\_\_

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Employer's Name: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Salary (starting) \_\_\_\_\_ (ending) \_\_\_\_\_

Name & Title of Supervisor: \_\_\_\_\_

Your Job title: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Briefly describe the nature and duties of your position: \_\_\_\_\_

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Employer's Name: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Salary (starting) \_\_\_\_\_ (ending) \_\_\_\_\_

Name & Title of Supervisor: \_\_\_\_\_

Your Job title: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Briefly describe the nature and duties of your position: \_\_\_\_\_

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Employer's Name: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Salary (starting) \_\_\_\_\_ (ending) \_\_\_\_\_

Name & Title of Supervisor: \_\_\_\_\_

Your Job title: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Briefly describe the nature and duties of your position: \_\_\_\_\_

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14. May we contact your present employer?       Yes     No

15. Have you ever been dismissed or asked to resign from any position?       Yes     No  
If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

16. Have you ever been convicted of a felony?       Yes     No  
If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

17. List any friends or relatives currently working for the County of Bandera: \_\_\_\_\_  
\_\_\_\_\_

18. Have you been previously employed by the County?       Yes     No                      When? \_\_\_\_\_

19. Do you have a reliable means of transportation to work?     Yes     No

20. PERSONAL REFERENCES (Do not list former employees or relatives – only those who can provide education or character references:

Name: _____	Occupation: _____
Address: _____	Home Phone: _____
_____	Business Phone: _____

Name: _____	Occupation: _____
Address: _____	Home Phone: _____
_____	Business phone: _____

Name: _____	Occupation: _____
Address: _____	Home Phone: _____
_____	Business Phone: _____

Name: _____	Occupation: _____
Address: _____	Home Phone: _____
_____	Business phone: _____

21. How did you learn of this Position? \_\_\_\_\_

**APPLICANT'S CERTIFICATION AND AGREEMENT**

The facts set forth in this application for employment are true and complete to the best of my knowledge. I understand, that if I am employed, false statements, omissions, or misrepresentations may result in my dismissal. I authorize Bandera County to make an investigation of any of the facts set forth in this application.

I understand that employment with Bandera County is "at will," which means that either I or Bandera County can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. No contract of employment shall exist between Bandera County and myself for any duration, either specified or unspecified. All employment is continued on that basis.

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

**It is the policy of Bandera County to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, or other protected classification.**