

HOUSTON COUNTY, TEXAS

EMPLOYMENT APPLICATION

EQUAL EMPLOYMENT EMPLOYER M/F/D

The age Discrimination in Employment Act of 1967 forbids discrimination against persons over the age of 40.

ALL QUESTIONS MUST BE ANSWERED

Name	Today's Date	Social Security Number
Street Address	Telephone Number	Position Desired
City, State & Zip Code	email address	
All applicants for employment must be at least 18 or 21 if applying for Law Enforcement. Can you submit proof of age after employment?		
Has bond ever been refused?		
Have you ever been convicted of a felony?	If so, please give details:	
Are you related by blood or marriage to any county employee? (If yes, state name and relationship):	Yes	No
REFERRED BY:	If you are not an American Citizen, do you have a visa which permits you to work in this country	
	Yes	No
DRIVERS LICENSE NUMBER (if job applying for requires it)		

EDUCATION

Please identify any education background or experiences you believe we should consider in evaluating your qualification for the position you seek

Name and Location of School	Major Subject	No. of Years Completed	Graduated? Degree?	Major Subjects
High School _____			_____	_____
College _____			_____	_____
Other (Trade, Business or Professional School)				
Describe any Honors or Awards				
Other course work applicable to this type of work				
Extracurricular activities related to the type of position for which you are applying				

U.S. MILITARY SERVICE

Number of Years Served	Branch of Service	Rank at Discharge	Duties		
Are you a member of the National Guard or Reserve?		Do you anticipate any active duty including reserve training in the future?			
Yes	No	Inactive	Active	Yes	No

EMPLOYMENT HISTORY (List Present or Most Recent Position First)

Name of Employer	Address (Number, Street, City, State, Zip Code)		
Phone:	Type of Business:	Your Position:	
Duties:			
Name and Position of Immediate Supervisor:			
Date Employed (Mo, Day, Yr)	Date Left (Mo, Day, Yr)	Starting Monthly Salary	Ending Monthly Salary

HOUSTON COUNTY EMPLOYMENT APPLICATION - CONTINUED

Name of Employer		Address (Number, Street, City, State, Zip Code)	
Phone:	Type of Business:	Your Position:	
Duties:			
Name and Position of Immediate Supervisor:			
Date Employed (Mo, Day, Yr)	Date Left (Mo, Day, Yr)	Starting Monthly Salary	Ending Monthly Salary
Reason for Leaving:			

Name of Employer		Address (Number, Street, City, State, Zip Code)	
Phone:	Type of Business:	Your Position:	
Duties:			
Name and Position of Immediate Supervisor:			
Date Employed (Mo, Day, Yr)	Date Left (Mo, Day, Yr)	Starting Monthly Salary	Ending Monthly Salary
Reason for Leaving:			

Name of Employer		Address (Number, Street, City, State, Zip Code)	
Phone:	Type of Business:	Your Position:	
Duties:			
Name and Position of Immediate Supervisor:			
Date Employed (Mo, Day, Yr)	Date Left (Mo, Day, Yr)	Starting Monthly Salary	Ending Monthly Salary
Reason for Leaving:			

REFERENCES

BELOW, GIVE NAMES OF THREE PERSONS YOU ARE NOT RELATED TO, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR

Name	Address/phone #	Business	Years Acquainted

OFFICE MACHINES/EQUIPMENT OPERATED

Please Identify By Type/Model:	Other Pertinent Information
Computer: _____	_____
Printer: _____	_____
Scanner: _____	_____
Software: _____	_____

Date Available:	Starting Mo. Salary desired:	Have you made application before:	If so, when and where?
Emergency Contact:	Address:		Telephone:

PRE-EMPLOYMENT STATEMENT

I authorize HOUSTON COUNTY to make any inquiries they desire regarding my education, ability, habits and personal character for the purpose of determining my fitness for employment. I also authorize previous employers, or any other persons to who the County may refer, to give any and all information regarding my employment or scholastic record together with any information, personal or otherwise, and I hereby release such this application which would affect my application unfavorably, or receipt of unsatisfactory references, will be sufficient cause for termination without liability. This application is not an employment contract and is not intended to create contractual obligations of any kind. Neither HOUSTON COUNTY nor its employees are bound to continue the employment relationship if either chooses, at its will, to end the relationship at any time. All employment is at will and the relationship cannot be modified unless in writing.

DATE: _____

SIGNATURE: _____