

Name (Last, First)

Position



# ERATH COUNTY GENERAL APPLICATION

Erath County is an equal opportunity employer and complies with the Americans with Disabilities Act. If you require an accommodation in order to complete this application, please request assistance from the Erath County Treasurer's Office.

Thank you for the interest in employment with the Erath County and for completing the application. We make every attempt to select candidates that most closely match the position description, as well as, the departments needs.

Read all questions carefully. It is important that you answer all questions completely and honestly. All information submitted is subject to clarification. Any false statement, omission or misleading response may result in disqualification for employment or discharge from future employment with Erath County. Resumes may be attached but may not substitute the application. If another position comes open that you are interested in applying for, call the Treasurer's Office and the application will be pulled for the new opening; however, applications for any Erath County Sheriff's Office positions, which include dispatchers, jailers, patrol deputies and investigators, require a different application titled Erath County Sheriff's Office Personal History Statement and Application. All applications will be kept on file for two years.

All applicants are considered without regard to race, color, religion, creed, sex, citizenship, national origin, age, disability, marital or veteran status or any other legally protected classifications.

Applications and documents must be received in the Erath County Treasurer's Office by 5:00 p.m. on the advertised closing date. The application can be completed online at [www.co.erath.tx.us](http://www.co.erath.tx.us) and must be mailed, faxed or brought by the Erath County Treasurer's Office, 100 W Washington, Stephenville, Texas 76401. The office is located on the 3<sup>rd</sup> floor of the Erath County Courthouse. Any questions may be directed to the Erath County Treasurer's Office at (254) 965-1483. Applications may be faxed to (254) 965-1447. **ALL APPLICATIONS MUST BE SIGNED.**

Erath County is an AT WILL employer. This application does not constitute a contract of employment. In the event Erath County offers employment to you and you accept, your employment and any compensation may be terminated with or without cause and with or without notice, at any time, at the option of either Erath County or yourself.

**EQUAL OPPORTUNITY EMPLOYER**

# PERSONAL DATA

The following information is required for verification and contact purposes – please print.

Referral Source:  Newspaper  Website  Employee  Other

Name (Last, First, MI)

Address

Home Telephone Number  Cell phone

E-mail Address

In accordance with the Federal Privacy Act of 1974, disclosure of your Social Security Number is voluntary. The SSN will be used for identification purposes to ensure that the proper records are obtained.

Social Security Number

Are you seeking employment for: Full Time  Part Time  Are you at least 18 years of age? Yes  No

Are you are a U.S. Citizen or authorized to work in the U.S? Yes  No

Are you or have you been employed with Erath County? Yes  No

If yes, dates employed

Are you a relative of any Erath County employee or official? Yes  No

If yes, name and relationship

If offered employment, when will you be available to begin?

Have you ever been convicted of a felony or a misdemeanor? Yes  No

Conviction will not necessarily be a bar to employment, each instance and explanation will be considered in relation to the position for which you are applying.

If yes, please explain

Have you served in the Armed Forces, National Guard, or Military Reserves? Yes  No

If yes, please supply the following information:

Branch of Service	Service Number	Dates of Service	Type of Discharge
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Are you currently participating in any Military Reserve or National Guard program? Yes  No

Are you bilingual? Yes  No  Language(s)

## EDUCATION

Positions within the department require a high school diploma or its equivalent. Please indicate your current situation with regard to this requirement by checking one of the appropriate boxes.

I HAVE A HIGH SCHOOL DIPLOMA

I PASSED THE G.E.D. (GENERAL EDUCATIONAL DEVELOPMENT TEST) DATE

Please indicate all of the schools you have attended starting with high school. A review of your school records may be used in conjunction with those contacts.

Name of School	Major or Specialty	Degree Earned
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

## LICENSES AND CERTIFICATES

List all current and valid licenses, such as Driver's License, TCLEOSE, Attorney, Accountant, etc.

Type of License	Number	Expiration Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

## EXPERIENCE AND EMPLOYMENT

Beginning with your most current employment, please list all jobs including part-time, temporary and voluntary positions, as well as individual military assignments that you have held in the past 5 years. If you have had intervening periods of unemployment, please list those periods in sequence in the spaces provided. If you need additional space, continue on a separate sheet of paper and attach to this application.

Do you have any concerns about your current employer being contacted? Yes  No

From  To  Phone Number

Employer  Supervisor's Name

Address

Job Title  Salary

Full Time  Part Time  Temporary  Voluntary

Duties

Reason for Leaving

From  To  Phone Number   
Employer  Supervisor's Name   
Address   
Job Title  Salary   
Full Time  Part Time  Temporary  Voluntary   
Duties   
Reason for Leaving

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From  To  Phone Number   
Employer  Supervisor's Name   
Address   
Job Title  Salary   
Full Time  Part Time  Temporary  Voluntary   
Duties   
Reason for Leaving

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From  To  Phone Number   
Employer  Supervisor's Name   
Address   
Job Title  Salary   
Full Time  Part Time  Temporary  Voluntary   
Duties   
Reason for Leaving

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From  To  Phone Number

Employer  Supervisor's Name

Address

Job Title  Salary

Full Time  Part Time  Temporary  Voluntary

Duties

Reason for Leaving

## REFERENCES

List 3 professional contacts that have knowledge of you and your qualifications.

Name	Telephone Number	Occupation
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

List additional information about your background or qualifications for employment with Erath County:

I authorize Erath County to investigate all statements in this application. I affirm that this information is accurate and correct. I authorize Erath County to secure any information from my former employers, references, and academic institutions. I authorize Erath County to perform a criminal and driving history records check. I hereby release these employers, references, and academic institutions and Erath County from any liability arising from the giving or receiving of this information about my employment history, my academic credentials, qualifications, criminal and driving history, and/or my suitability for employment with Erath County. I am aware that this is an application and not an offer of employment, and neither is this a contract with Erath County. I am aware that by signing this, Erath County has in no way made any offer of employment at a future date. I am aware that any false statements made on my application with the specific intent to mislead and/or intentionally hide damaging job related information that may affect my performance on the job and place Erath County at liability may be grounds for dismissal if I am hired, regardless of the length of my employment with Erath County. I am aware that Erath County is an AT WILL employer and if I am offered employment, I do not have any contracts with Erath County, implied, verbal or actual. I am at liberty to terminate my employment and Erath County is able to change any policy in existence without notifying me in advance.

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Signature

Date