
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.

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.

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.

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 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 3rd 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.

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.

Thank you for your interest in employment with 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.

EQUAL OPPORTUNITY EMPLOYER



ERATH COUNTY GENERAL APPLICATION

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 _____

City _____ State _____ Zip _____

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 _____

Employees are required to be U.S. Citizens or authorized to work in the U.S. Can you provide such documentation? Yes No

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

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

If yes, dates employed _____

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

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

If yes, name and relationship _____

Have you ever been convicted of a felony? Yes No

If yes, please explain _____

Are you bilingual? Yes No Language(s) _____

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	Years of Service	Type of Discharge
_____	_____	_____	_____
_____	_____	_____	_____

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

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 / Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

LICENSES AND CERTIFICATES

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

Type of License	Number	Expiration Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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 the Additional Employer sheet that is available on the Human Resources home page.

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

Latest Employer

From _____ To _____ Phone Number _____

Employer _____ Supervisor's Name _____

Address _____

City _____ State _____ Zip _____

Job Title _____ Salary _____

Full Time Part Time Temporary Voluntary

Duties

Reason for Leaving _____

Next Employer

From _____ To _____ Phone Number _____

Employer _____ Supervisor's Name _____

Address _____

City _____ State _____ Zip _____

Job Title _____ Salary _____

Full Time Part Time Temporary Voluntary

(Employment history continued)

Duties

Reason for Leaving _____

Next Employer

From _____ To _____ Phone Number _____

Employer _____ Supervisor's Name _____

Address _____

City _____ State _____ Zip _____

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
_____	_____	_____
_____	_____	_____
_____	_____	_____

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.

Hand Written Signature

Date