



# BURNET COUNTY, TEXAS EMPLOYMENT APPLICATION

512-756-5489 Fax 512-715-5259

220 S. Pierce Burnet, TX 78611

[hrc@burnetcountytexas.org](mailto:hrc@burnetcountytexas.org)

All applications for employment must be submitted using this form. Resumes will be accepted only as a supplement to an application. Fill out application form completely. If questions are not applicable, enter "NA". **Do not leave questions blank.** If completed by hand, please print neatly. Please use black or blue ink only. This application becomes public record and is subject to disclosure.

Burnet 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.

## POSITION APPLIED FOR:

### PERSONAL

Name: <small>(Last, First, Middle)</small>		SSN:	
Address:		Telephone:	
City:	State:	Zip:	Email:
Driver's License:	State:	Are you eligible to work in the United States? Yes No	
Are you or have you been employed with Burnet County? Yes No	Presently Employed From:	Previously Employed From: To:	
<b>Have you ever been convicted of a felony or subjected to deferred adjudication on a felony charge?</b> Yes No If your answer is "Yes", explain in concise detail on a separate page, giving dates and nature of the offense, name and location of the court, and disposition of the case(s). A conviction may not disqualify you, but a false statement will.			

### EDUCATION

Do you have a high school diploma or GED? Yes No	Name of school:		
	Vocational/Technical	College/University	College/University
School Name			
School Address			
City, State, Zip Code			
Semester Hours Completed			
Major/Minor			
Degree Earned/Date			

### SKILLS/EXPERIENCE

Do you have military experience? Yes No	Branch:	Type of Discharge:
Are you bilingual? Yes No	Language(s):	
Approximately how many words per minute do you type?		
List all job related training or skills you possess and machines or office equipment you can use, such as calculators, computer equipment/software, etc. Road & Bridge applicants please list heavy equipment you are qualified to operate.		

**LICENSES/CERTIFICATES**

Type

Number

**EMPLOYMENT HISTORY**

List all employment (including military service) beginning with most recent position. Add pages as needed.

Job Title				Description of Work:			
Employer			Telephone Number				
Address		City	State	Zip Code			
Supervisor				May we contact this employer?			
				Yes      No			
Dates Employed		Hourly Rate/Salary	Hours Per Week		Specific Reason for Leaving:		
From	To						
Job Title				Description of Work:			
Employer			Telephone Number				
Address		City	State	Zip Code			
Supervisor				May we contact this employer?			
				Yes      No			
Dates Employed		Hourly Rate/Salary	Hours Per Week		Specific Reason for Leaving:		
From	To						
Job Title				Description of Work:			
Employer			Telephone Number				
Address		City	State	Zip Code			
Supervisor				May we contact this employer?			
				Yes      No			
Dates Employed		Hourly Rate/Salary	Hours Per Week		Specific Reason for Leaving:		
From	To						
Job Title				Description of Work:			
Employer			Telephone Number				
Address		City	State	Zip Code			
Supervisor				May we contact this employer?			
				Yes      No			
Dates Employed		Hourly Rate/Salary	Hours Per Week		Specific Reason for Leaving:		
From	To						



I certify that I have fully and accurately answered all questions and have given all information requested in this application for employment, and I understand that any wrong or incomplete information on the form may disqualify me for further consideration for employment or, if discovered after I am hired, may be grounds for my immediate dismissal.

I understand that all such information is subject to verification by Burnet County, and hereby give my consent to Burnet County to investigate my background and qualifications using any means, sources, and outside investigators at its disposal.

I agree to undergo any type of drug and/or alcohol testing that Burnet County may require at any time.

Finally, I understand that submission of this application does not necessarily mean that I will be hired, and that if I am hired, my employment will be at will, and either I or Burnet County may terminate my employment at any time, with or without notice or reason.

---

Applicant Signature

---

Date



## APPLICANT EEO DATA FORM

The information requested below is optional and is being collected for the purpose of reporting to Federal and Equal Employment Opportunity Agencies and will not be considered as part of the application for employment.

***This page will be separated from the application.***

Position Applied For:	Last Name	First	Middle
Address	City	State	ZIP Code
			Phone
			Alternate Phone
Sex	Ethnic Origin		
Male	American Indian/ Alaskan Native	Asian/ Pacific Islander	Black
Female			Hispanic
			White
			Other
Date of Birth	How did you first hear of this position?		

**American Indian or Alaskan Native**

All persons having origins in any of the original peoples of North Alaska and who maintain cultural identification through tribal affiliation or community recognition.

**Asian or Pacific Islander**

All persons having origins in any of the original peoples of the Far East, Southeast Asia or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands and Samoa. Also persons from the Indian subcontinent, including peoples with national origins from Bangladesh, Bhutan, India, Nepal, Pakistan, Sikkim and Sri Lanka.

**Black (Not of Hispanic origin)**

All persons having origins in and of the Black racial groups of Africa.

**Hispanic**

All persons of Mexican, Puerto Rican, Cuban, Central or Sought American, or other Spanish culture or region, regardless of race.

**White (Not of Hispanic origin)**

All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

**X** \_\_\_\_\_  
Applicant Signature

\_\_\_\_\_ Date

**Burnet County is an Equal Opportunity Employer**