

BURNET COUNTY JOB ANNOUNCEMENT

NAME: _____ **DATE** _____
 LAST FIRST MIDDLE

PLEASE LIST JOB TITLE FOR EACH POSITION YOU ARE APPLYING FOR.

JOB TITLE _____

JOB TITLE _____

JOB TITLE _____

JOB TITLE _____

JOB TITLE _____

JOB TITLE _____

JOB TITLE _____

JOB TITLE _____



BURNET COUNTY APPLICANT DATA RECORD

The following information is requested in order that we may maintain proper records for reporting to the Federal Government.

This information will not remain with your application and will not be used in making a determination as to whether or not you are hired to work for Burnet County.

NAME: _____

DATE: _____

SEX: (Circle One) Male Female

DATE OF BIRTH: _____

RACE: (Circle One) AMERICAN INDIAN ASIAN BLACK HISPANIC WHITE OTHER

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 Nation

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, Japan, Korea, the Phillipine Islands and Samoa. Also persons from the Indian subcontinent, including peoples with national origins from Bangladesh, Bhutan, India, Nepa, Pakistan, Sukkim and Sri Lanka.

Black (Not of Hispanic origin)

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

Hispanic

All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture, 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.

Other

BURNET COUNTY APPLICATION FOR EMPLOYMENT

220 S. Pierce Burnet, TX 78611

Telephone Number (512) 756-5498 Fax Number (512) 715-5259

Instructions: All applications for employment must be made on this form. Applicants are urged to consider carefully and understand fully each question and having done so, to fill in ALL blanks accurately. Neatness is important. Please use blue or black ink only. Resumes will be accepted as a supplement to the application but not in place of it. Incomplete applications will not be processed.

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.

(PLEASE PRINT)

Date _____

Referral Source: (Circle One) Advertisement Walk-In Friend Relative Internet Other

Name

Last

First

Middle

Address

Street

City

State

Zip Code

Phone Number with Area Code _____ Social Security Number _____

Driver's License Number and State _____ Type of License _____

EDUCATION

Do you have a high school diploma or a G.E.D. _____ Yes _____ No Name of High School _____

	Vocational/Technical	College/University	College/University
School Name			
School Address			
City/State/Zip Code			
Telephone Number			
Semester Hours Completed			
Major/Minor Concentration			
Names of Diploma/Degree			

SKILLS AND/OR EXPERIENCE

OFFICE SKILLS

Typing _____ wpm

Shorthand _____ wpm

Word Processor _____

10 Key by Touch _____

Word Processing Software (Please List) _____

Spreadsheet Software _____

Describe Specialized Training _____

Are you bilingual? _____ Yes _____ No

If yes, in what language(s)? _____

ROAD & BRIDGE POSITIONS ONLY

Front End Loader _____

Diesel Mechanic _____

Grader _____

Grade-all _____

Other Equipment _____

Dozer _____

Roller _____

Dump Truck _____

List any Licenses or Certificates you hold. _____

Do you have military experience? _____ Yes _____ No

Branch _____

Type of Discharge _____

EMPLOYMENT INFORMATION

If the answer to any of the following questions is YES, list details in the remarks section. (Attach additional sheet, if necessary).

	YES	NO
Have you ever been fired or asked to resign from a job within the last five (5) years? Explain		
Are you currently an employee with Burnet County? Which Dept.?		
Have you worked for Burnet County Previously? When?		
Do you have relatives working for Burnet County? List		
Have you ever been bonded? When?		
Have you been convicted of a crime in the past ten (10) years, excluding misdemeanors and summary offenses, which has been annulled, expunged or sealed by Court?		

REMARKS:

1. ONLY COMPLETED APPLICATIONS WILL BE PROCESSED.
2. Please list your most recent job first, including military service assignments and volunteer experience or activities.

EMPLOYMENT EXPERIENCE

Job Title	Dates	Employed	Work Performed
	From M/D/Y	To M/D/Y	
Employer	Telephone Number		
Address	City	State	Zip
Hourly Rates/Salary			
		Starting	Final
Supervisor			
Hours Worked Per Week			
Reason For Leaving			

Job Title	Dates	Employed	Work Performed
	From M/D/Y	To M/D/Y	
Employer	Telephone Number		
Address	City	State	Zip
Hourly Rates/Salary			
		Starting	Final
Supervisor			
Hours Worked Per Week			
Reason For Leaving			

Job Title	Dates	Employed	Work Performed
	From M/D/Y	To M/D/Y	
Employer	Telephone Number		
Address	City	State	Zip
Hourly Rates/Salary			
		Starting	Final
Supervisor			
Hours Worked Per Week			
Reason For Leaving			

Job Title	Dates	Employed	Work Performed
	From M/D/Y	To M/D/Y	
Employer	Telephone Number		
Address	City	State	Zip
Hourly Rates/Salary			
		Starting	Final
Supervisor			
Hours Worked Per Week			
Reason For Leaving			

IF YOU NEED ADDITIONAL SPACE, PLEASE CONTINUE ON A SEPARATE SHEET OF PAPER.

Do you object to having any of the above employers contacted? ____ Yes ____ No If yes, explain below.

Former names under which your references and/or former employers would know you:

REFERENCES

NAME	ADDRESS (Include City, State & Zip Code)	PHONE NUMBER	YEARS KNOWN

STATEMENT OF CERTIFICATION

I understand that no employment contract either express or implied is created should I be hired by Burnet County. I understand that in certain circumstances I will be required to pass a drug and/or alcohol test prior to employment. I also understand that if I am a new employee, I will be required to complete a 90 day training period. I give my consent to Burnet County to conduct a background investigation including reference checks, criminal searches and verification of credentials.

I hereby certify that the foregoing statements are true and correct to the best of my knowledge and belief, and hereby grant Burnet County permission to verify such answers. I understand that any false statement on this application may be considered as sufficient cause for rejection of this application, or dismissal if such false statement on this application is discovered subsequent to my employment.

Prior to being hired, all applicants accepted for employment with Burnet County will provide positive proof of identification and proof of eligibility to work in the United States.

Signature

Date

BURNET COUNTY

AUTHORIZATION FOR BACKGROUND CHECK

(Please read and sign this form in the space provided below. Your written authorization is necessary for completion of the application process.)

I, _____, hereby authorize Burnet County to investigate my background and qualifications for purposes of evaluating whether I am qualified for the position for which I am applying. I understand that Burnet County will utilize an outside firm or firms to assist it in checking such information, and I specifically authorize such an investigation by information services and outside entities of the county's choice. I also understand that I may withhold my permission and that in such a case, no investigation will be done, and my application for employment will not be processed further.

Signature of Applicant

Date

Applicant's Name – Printed

SUPPLEMENTAL INFORMATION FOR APPLICANTS FOR POSITIONS IN THE SHERIFF'S OFFICE

I am applying for:

Peace Officer PID# (if licensed): _____

Corrections Officer PID# (if licensed): _____

Communications Officer PID# (if licensed): _____

My email address is: _____

I certify that I am not disqualified based on the list of TCOLE automatic disqualifiers.

Signature of Applicant

Date