



# COUNTY OF VICTORIA APPLICATION FOR EMPLOYMENT

An Equal Employment Opportunity Employer

If you need assistance in completing this application, please inquire at Human Resources. Furthermore, the County conducts pre-employment testing. If you require an accommodation (e.g., interpreter, TDD, scheduling adjustments) in the application process, please inform Human Resources in writing when you apply.

## GENERAL INFORMATION:

Position (s) Applied For \_\_\_\_\_ County Dept.(s) \_\_\_\_\_

Please list the date on which you can begin work \_\_\_\_\_ Desired Hourly Wage: \$ \_\_\_\_\_

Full Legal Name \_\_\_\_\_ Home/Cell Phone \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## EXPERIENCE:

Start with your present or most recent job. Describe all paid work experience and be sure to emphasize the knowledge, skills, and abilities that best demonstrate your qualifications for this position. Resumes may be attached, but **PLEASE DO NOT WRITE "SEE RESUME"**.

Job Title:	Dates Employed: (mo/yr)	to (mo/yr)
Employer:	Hourly Rate/Salary: (beg)	(end)
Address:	Duties:	
Supervisor:		
Phone:		
Reason for Leaving:		

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Address:	Duties:	
Supervisor:		
Phone:		
Reason for Leaving:		

**Please continue on another sheet if you need additional space.**

In compliance with the Immigration Reform and Control Act, are you legally eligible for employment in the United States? \_\_\_\_ Yes \_\_\_\_ No.

Under the Act, you will be required to provide documentation of your eligibility should you be employed.

Have you ever been convicted of a law violation, excluding minor traffic violations? \_\_\_\_ Yes \_\_\_\_ No.

If yes, please provide date and explanation: \_\_\_\_\_

Do you have relatives employed by Victoria County? \_\_\_\_ Yes \_\_\_\_ No

If yes, please provide names and departments: \_\_\_\_\_

**Law Enforcement Positions Only (including detention and correction officers): Are you 21 years of age or older? Yes \_\_\_\_ No \_\_\_\_**

**EDUCATION:**

Circle Highest Grade Completed      1 2 3 4 5 6 7 8 9 10 11 12

Do you have a High School Diploma \_\_\_\_\_ GED \_\_\_\_\_      Name of High School \_\_\_\_\_

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

**SPECIAL SKILLS AND QUALIFICATIONS:**

Summarize special skills or qualifications that are relevant to the position for which you are applying:

\_\_\_\_\_  
 \_\_\_\_\_

List all equipment, office machines, personal computers (including software) that you can operate:""

\_\_\_\_\_  
 \_\_\_\_\_

Typing Speed \_\_\_\_\_ words per minute      Data Entry \_\_\_\_\_ keystrokes per hour"      10 Key by touch \_\_\_\_\_"

Licenses (to include drivers), certificates, or other authorization to practice a trade or profession: "

\_\_\_\_\_  
 \_\_\_\_\_

**REFERENCES:**

Please list the appropriate information for at least three references who are familiar with your background and not related to you through blood or marriage."

- \_\_\_\_\_  
 Name and Address      Phone      Occupation
- \_\_\_\_\_  
 Name and Address      Phone      Occupation"
- \_\_\_\_\_  
 Name and Address      Phone      Occupation"

**APPLICANT'S STATEMENT (Please read carefully and sign below.)**

I certify the statements and information contained herein are true, complete, and correct to the best of my knowledge and I authorize any former employer to release to this employer or its authorized representative any and all employment records and other information it may have about my employment. I understand the information will be used for the purpose of evaluating my application for employment and that I am responsible for providing legal documents verifying my identity and eligibility for employment. In addition, I understand, if selected for an interview, true copies of all degrees, certificates or licenses listed on this application will be required before any employment decision can be made. A photocopy of this authorization shall be as valid as the original.

I understand and agree, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time, and that intentional misrepresentation of my application or during the interview process will subject me to immediate discharge.

I also understand that only written representations and promises of this employer will be enforceable."

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_