

Bowie County Community Supervision and Corrections Department

Employment Application An Equal Opportunity Employer

It is our policy to comply fully with all federal, state and local equal employment opportunity laws. Bowie County, Texas provides equal employment and advancement opportunities for all persons regardless of race, creed, sex, national origin, age, religion, disability, marital status, sexual orientation or any other classification protected by law.

Employees of Bowie County, Texas are selected in order to accomplish the legal and operational duties established by statute and by the policy choices of Bowie County's elected officials. Each employee is expected to conduct him/herself in a manner that reflects favorably upon Bowie County, Texas and to recognize that his/her public and personal lives.

PLEASE PRINT IN INK

Name:

(As it appears on
Social Sec. Card/
Work Permit Card)

First

MI

Last

Social Security

Number:

Address:

City, State, Zip:

Home Telephone () _____

Are you at least 18 years old? YES NO

Other names

you have used:

Positions

applied for:

Referred for this

position by:

Date

Available:

Have you ever been

employed by Bowie

County, Texas?

YES

NO

When?

Department:

Supervisor:

Reason For Leaving:

Have you ever been convicted of a felony? YES NO

(If yes, give location, date, charge and disposition of case(s) on a separate page.)

If applying for a position which requires driving a vehicle, please provide the following information:

I have a valid driver's license YES NO DL # _____ STATE _____

Can you, if hired, submit verification of your legal right to work in the United States? YES NO

U.S. Military Service

If you have served in the U.S. Military, please provide the following information:

_____ Branch of Service

From: _____ To: _____ _____ Type Of Discharge

Educational Skills

<u>Educational Level</u>	<u>Name</u>	<u>City</u>	<u>State</u>	<u>Years Completed</u>	<u>Major</u>
<u>High School:</u>	_____	_____	_____	_____	_____
Community or	_____	_____	_____	_____	_____
<u>Junior College:</u>	_____	_____	_____	_____	_____
Business or	_____	_____	_____	_____	_____
<u>Trade School:</u>	_____	_____	_____	_____	_____
College or	_____	_____	_____	_____	_____
<u>University:</u>	_____	_____	_____	_____	_____
Graduate	_____	_____	_____	_____	_____
<u>School:</u>	_____	_____	_____	_____	_____

Computer Software Skills

<u>Computer Software</u>	<u>Your Proficiency with the Software</u>
Word Processing	<input type="checkbox"/> Skilled <input type="checkbox"/> Competent <input type="checkbox"/> Familiar
Spreadsheet	<input type="checkbox"/> Skilled <input type="checkbox"/> Competent <input type="checkbox"/> Familiar
Database	<input type="checkbox"/> Skilled <input type="checkbox"/> Competent <input type="checkbox"/> Familiar
Other: _____	

Licenses/Certification/Organizations

Professional Licenses and Certifications (Job Related)

<u>Types of License and Certificate</u>	<u>Date Issued</u>	<u>Registration #</u>	<u>State</u>	<u>Expires (MO/YR)</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Professional, Scholastic, and Other Organizations (Job Related)

Exclude memberships that indicate your race, religion, color, ancestry, sex, age, disability or veteran status

<u>Name</u>	<u>Date</u>	<u>Name</u>	<u>Date</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Job Related Training

Name of Course	Year Completed	Name of Course	Year Completed
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Employment History

This portion of the application must include a minimum of 10 years work history and must be completed even if supplemented by a resume. List your most recent employer first, including U.S. Military Service and unpaid or volunteer work.
(Base Salary Does Not Include Overtime, Bonuses or Commissions)

From(Mo/Yr)_____ To(Mo/Yr)_____ Total_____ YRS_____ MOS. Your Position_____

Employer_____ Your Supervisor_____

Address_____ Phone_____

Type of Business_____ Reason for Leaving_____

Base Salary (start)_____ (final)_____ Monthly Weekly Hourly

Other Compensations, Bonuses_____

Brief description of your duties & responsibilities_____

From(Mo/Yr)_____ To(Mo/Yr)_____ Total_____ YRS_____ MOS. Your Position_____

Employer_____ Your Supervisor_____

Address_____ Phone_____

Type of Business_____ Reason for Leaving_____

Base Salary (start)_____ (final)_____ Monthly Weekly Hourly

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Address_____ Phone_____

Type of Business_____ Reason for Leaving_____

Base Salary (start)_____ (final)_____ Monthly Weekly Hourly

Other Compensations, Bonuses_____

Brief description of your duties & responsibilities_____

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Type of Business_____ Reason for Leaving_____

Base Salary (start)_____ (final)_____ Monthly Weekly Hourly

Other Compensations, Bonuses_____

Brief description of your duties & responsibilities_____

From(Mo/Yr)_____ To(Mo/Yr)_____ Total_____ YRS_____ MOS. Your Position_____

Employer_____ Your Supervisor_____

Address_____ Phone_____

Type of Business_____ Reason for Leaving_____

Base Salary (start)_____ (final)_____ Monthly Weekly Hourly

Other Compensations, Bonuses_____

Brief description of your duties & responsibilities_____

(Attach Additional Page If Necessary)

Explanation of Interruptions in Employment History

(Attach Additional Page If Necessary)

References

Name_____

Address_____

City, State, Zip_____

Daytime Phone_____

Relationship_____

No Relatives

Name_____

Address_____

City, State, Zip_____

Daytime Phone_____

Relationship_____

No Relatives

Name_____

Address_____

City, State, Zip_____

Daytime Phone_____

Relationship_____

No Relatives

Name_____

Address_____

City, State, Zip_____

Daytime Phone_____

Relationship_____

No Relatives

Emergency Contact

Name_____

Address_____

Home Phone_____

Relationship_____

City, State, Zip_____

Business Phone_____

Authorization and Agreement

I HEREBY AUTHORIZE YOU TO CONTACT: MY PRESENT EMPLOYER(S): YES NO
MY PAST EMPLOYER(S): YES NO

As part of our normal procedure in processing applications, a routine inquiry will be made concerning your background. Former employers, school record offices and personal, school and employment references may be contacted to verify and obtain information concerning your background, qualifications, school and work records. You may be asked to sign another form authorizing the release of school records or to supply grade transcripts. Information will only be available to those participating in this decision or those who process employment applications. As part of this investigation, a check of criminal records will also be conducted.

I hereby authorize Bowie County, Texas, its representatives, employees or agents to conduct all pre-employment inquiries and tests as described. I further authorize Bowie County, Texas and its agents to verify all statements contained in this application and any other material I submit in connection with my employment application. I agree to complete any requisite authorization forms. I release Bowie County, Texas, its agents and all providers of information from any liability arising out of the gathering and use of such information. In the event of employment, this authorization and release is valid throughout my employment and a photocopy is as effective as the original.

I understand all offers of employment are conditional upon satisfactory reference checks, successful completion of all pre-employment tests and production of all documents necessary for the employer to verify my identity and work authorization in accordance with the requirements of the Immigration and Naturalization Services.

As an employer, Bowie County, Texas is subject to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Applicants who believe they are covered by these Acts are invited to identify their disabilities and special accommodations they feel are necessary to adequately perform their jobs. Submission of this information is strictly voluntary and may be made to the Payroll Office.

I certify the information provided in this application is true and complete to the best of my knowledge. I understand withholding pertinent information or submitting false or misleading information on this application, my resume, during interviews or at any other time during the hiring process constitutes valid grounds for disqualifications from further consideration for hire or immediate dismissal from employment and loss of all employee benefits and privileges. I further understand and agree that Bowie, County, Texas shall not be liable in any respect if my employment is conditioned upon completing all those tests, including physical agility, to determine my fitness for this position.

I understand the acceptance of this application by Bowie County, Texas neither expresses nor implies I will be offered employment. I understand my employment is at-will and I may resign at any time for any reason; similarly, my employment may be terminated by Bowie County, Texas as any time for any reason. Any changes to this at-will employment agreement will not be valid unless in writing signed by my and a duty authorized representative of Bowie County, Texas.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE AUTHORIZATION AND AGREEMENT STATEMENTS.

Signature of Applicant _____ Date _____

**Fair Credit Reporting Act
Disclosure and Authorization Statement**

To: All Applicants For Employment (*Please Read Carefully Before Signing Below*)

In processing my application for employment, I understand Bowie County, Texas, its representatives, employees or agents may obtain a consumer report and an investigative consumer report for employment purposes concerning my past employment, work habits, education, military record, motor vehicle record, credit background, references, character, general reputation, personal characteristics, mode of living, civil judgments, liens, and information about my criminal conviction background consistent with state and federal laws.

I understand that upon written request to Bowie County, Texas, I will be informed whether an investigative consumer report through a consumer reporting agency was requested and I will be given information as to the nature and scope of the investigation and a summary of my rights under the Fair Credit Reporting Act. I understand an investigative consumer report is a report in which information concerning my character, general reputation, person characteristics or mode of living is obtained through personal interviews with neighbors, friends, associates or others with whom I am acquainted or who may have knowledge concerning the information.

By signing below, I authorize Bowie County, Texas to obtain a consumer report and an investigative consumer report on me as part of the pre-employment background and investigative process. If I am offered employment, I further authorize Bowie County, Texas to obtain additional consumer and investigative consumer reports and updates on me for employment purposes at any time during my employment. A copy of this authorization is as valid as the original.

Name (please print)

Signature

Date Signed

(PLEASE RETURN THIS PAGE WITH YOUR COMPLETED APPLICATION)

I hereby state that the information given by me in this application is true in all respects. I understand that if I am employed and the information is found to be false in any respect, I will be subject to dismissal without notice at any time. I hereby authorize my former employers to release information pertaining to my work record, my work habits, and my work performance while in their employ. I hereby authorize the individuals listed as my personal references to release any personal information that may pertain to my work habits or work performance.

I understand and agree that any employee handbook which I may receive will not constitute an employment contract, but will be merely a gratuitous statement of Bowie County, Texas current policies.

I UNDERSTAND AND AGREE THAT IF I AM OFFERED EMPLOYMENT BY BOWIE COUNTY, TEXAS, MY EMPLOYMENT WILL BE FOR NO DEFINITE TERM AND THAT EITHER I OR BOWIE COUNTY, TEXAS HAVE THE RIGHT TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANYTIME, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE.

Date

Signature