

COUNTY OF HIDALGO

Application For Employment

INSTRUCTION: ALL APPLICATIONS FOR EMPLOYMENT MUST BE MADE ON THIS FORM. APPLICANTS ARE URGED TO CONSIDER CAREFULLY AND UNDERSTAND FULLY EACH QUESTION. NEATNESS IS IMPORTANT. ALL INFORMATION SUBMITTED IS SUBJECT TO CLARIFICATION. A FALSE OR MISLEADING RESPONSE MAY RESULT IN DISQUALIFICATION FOR EMPLOYMENT, OR DISCHARGE FROM FUTURE EMPLOYMENT WITH THIS DEPARTMENT.

We consider applicants for all positions without regard to race, color, religion, creed, sex, citizenship, national origin, age, disability, marital or veteran status, or any other legally protected status.

Please print in black ink or type response:

1. Position you are applying for: _____ Department: _____ Location: _____

Lowest acceptable salary: _____ Per _____

2. Name: _____
(Last) (First) (Middle)

3. Address: _____
(Number) (Street or P.O. Box) (City) (State) (Zip)

4. Home Telephone: _____ Business/Other No.: _____

5. Social Security No: _____

6. When will you be available to start work? _____

7. Are you able to provide required proof of your eligibility to work? _____

8. Check all types of work you would accept:

Permanent: Full-Time Day Work Shift work

Temporary: Part-Time Night work Weekend-work

9. Education:

Are you a High School graduate? Yes No
Do you have a G.E.D. Certificate? Yes No

Name of High School _____

Location: _____

School attended other than high school	Location	Courses Major Study	Credit Completed	Degrees or Certificate Received
--	----------	---------------------------	---------------------	---------------------------------------

Other training you received (for example: special courses, work training programs, armed forces training). Please estimate the number of training hours.

10. May inquiries be made of your present employer regarding your character, qualifications, and record of employment? Yes or No

11. Special qualifications and skills: List qualifications and skills you possess which are required for the job for which you are applying, such as driver's license (give type and number), typing and/or shorthand proficiency (give speeds), ability to operate specialized machinery or equipment, or job related training.

12. WORK HISTORY: Begin with your present or most recent job and list every employment. Attach extra pages if needed. Include part time employment, temporary or seasonal employment.

[Dates] From _____ to _____ Employer: _____

Employer's address: _____

Telephone No: (____) _____ Job Title: _____

Salary: _____ Duties/responsibilities: _____

Reprimands, suspensions: _____

Supervisor: _____ Co-worker: _____

Reason for leaving: _____

[Dates] From _____ to _____ Employer: _____

Employer's address: _____

Telephone No: (____) _____ Job Title: _____

Salary: _____ Duties/responsibilities: _____

Reprimands, suspensions: _____

Supervisor: _____ Co-worker: _____

Reason for leaving: _____

[Dates] From _____ to _____ Employer: _____

Employer's address: _____

Telephone No: (____) _____ Job Title: _____

Salary: _____ Duties/responsibilities: _____

Reprimands, suspensions: _____

Supervisor: _____ Co-worker: _____

Reason for leaving: _____

[Dates] From _____ to _____ Employer: _____

Employer's address: _____

Telephone No: (____) _____ Job Title: _____

Salary: _____ Duties/responsibilities: _____

Reprimands, suspensions: _____

Supervisor: _____ Co-worker: _____

Reason for leaving: _____

List professional, trade, business or civic activities and offices held. You may exclude membership, which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

Circle yes or no for questions 13-17

*******If you answer any of the following items "yes," explain on Item #18. *******

13. Have you been fired or asked to resign from a job within the last five (5) years?

YES NO

14. Have you ever been convicted of a crime in civilian or military court within the last ten (10) years? (You may exclude minor traffic violations.) A criminal record will not necessarily disqualify you from employment. Your case will be considered in relationship to the requirements to the particular job.

YES NO

15. Have you ever been discharged from the Armed Forces under other than honorable conditions?

YES NO

16. Are you working or have you ever worked for Hidalgo County?

YES NO

17. Do you or does your spouse have any relatives working for or holding office in the county government? County policy prohibits or limits hiring of relatives of county employees or officials in certain circumstances.

YES NO

18. Remarks or additional information.

Certification: I certify that all the statements made in this application form are true, complete, and correct, to the best of my knowledge.

No question on this application is intended to secure information to be used for discriminatory purpose, as this company is an equal employment opportunity employer and does not discriminate on the basis of race, color, religion, sex, citizenship, national origin, age, veteran or marital status, disability, or any other legally protected status.

I give my permission to the company to contact any of the former employers or references shown above to verify the information I have given and I authorize previous employers to release all records of my employment, including assessments of my job performance, ability and fitness.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

SIGNATURE OF APPLICANT

DATE