

Randall County Employment Application

An Equal Opportunity Employer



Human Resources Office
501 16th Street, Suite 302
Canyon, Texas 79015

(806) 477-1701
RandallCountyHR-Payroll @randallcounty.org

Position Sought: _____

Is this a driving position? Yes: ____ No: ____ If yes, complete Authorization to Check Driving Record.

Name: _____

Last First Middle Initial Maiden

Address: _____

Street City State Zip Code

Email Address: _____ Telephone: _____

Please circle one: Home Phone / Cell

Have you previously worked for Randall County? Yes: ____ No: ____ If yes, when: _____

What type of employment will you accept? Full-time: ____ Part-Time: ____ Temporary: ____

If applying for part-time work, please describe the days and times you are available to work: _____

Do you have any relatives employed by Randall County? _____

How did you hear about this position? _____

PREVIOUS EMPLOYMENT: Please list all employment for the past 10 years, beginning with your current position and working backward. You may attach a resume to include additional information.

Employer #1: _____ Address: _____

Dates of employment: _____ Last Rate of Pay: _____

Position: _____ Immediate Supervisor: _____

Description of Work: _____ Reason for Leaving: _____

Who may we contact as a reference? _____

Name Position Phone Number

Employer #2: _____ Address: _____

Dates of employment: _____ Last Rate of Pay: _____

Position: _____ Immediate Supervisor: _____

Description of Work: _____ Reason for Leaving: _____

Who may we contact as a reference? _____

Name Position Phone Number

Employer #3: _____ Address: _____

Dates of employment: _____ Last Rate of Pay: _____

Position: _____ Immediate Supervisor: _____

Description of Work: _____ Reason for Leaving: _____

Who may we contact as a reference? _____

Name

Position

Phone Number

If you need additional lines, please ask Human Resources for additional Employment History pages.

Have you ever been involuntarily terminated from a position of employment? If so, please explain. (This question does not apply to a layoff or reduction in force for economic reasons). _____

MILITARY SERVICE:

Branch of Service: _____ Dates of Service: _____

EDUCATION:

Did you graduate from high school? Yes: ____ No: ____ If not, do you have a GED? Yes: ____ No: ____

Please indicate all college degrees and/or applicable coursework:

<u>School Name</u>	<u>Area of Study</u>	<u>Degree Received/Semester Hours</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please list all licenses and certifications you hold which you believe qualify you for the position you seek:

Type: _____ Number: _____ Expiration: _____

Type: _____ Number: _____ Expiration: _____

RELEVANT EXPERIENCE: Please list any additional experience, training, and skills which you believe qualifies you for the position you seek: _____

Please list all equipment, office machines, and computer programs you are able to operate which you believe will be useful in the position you seek: _____

ADDITIONAL INFORMATION:

During the past 7 years, have you been convicted of, or have you pleaded guilty or no contest to a felony offense? If yes, please explain, including offense, date of conviction or plea, and state and county in which offense occurred: _____

If you need additional lines, please ask Human Resources for additional Criminal History pages.

By signing below, 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 this form may disqualify me for further consideration for employment or, if discovered after I am hired, may be grounds for my immediate termination. I understand that all such information is subject to verification by Randall County and hereby give my consent to Randall 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 Randall County may require. 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 Randall County may terminate my employment at any time, with or without notice or reason.

Applicant's Signature

Date