

NACOGDOCHES COUNTY

Human Resources Dept.

101 W Main St. Ste. 161

Nacogdoches, Texas 75961

(936) 560-7819 - OFFICE

(936) 560-7810 - FAX

www.co.nacogdoches.tx.us

APPLICATION FOR EMPLOYMENT

PLEASE READ THESE INSTRUCTIONS PRIOR TO COMPLETING THIS APPLICATION

1. Thank you for your interest in employment opportunities with Nacogdoches County. Applications are accepted for posted positions only. You are welcome to apply for more than one position; however, **YOU MUST COMPLETE A SEPARATE APPLICATION FOR EACH POSITION YOU WISH TO APPLY FOR.** Applications are valid for the duration of each announcement.
2. Please complete this application in type or neat, legible print (using black or blue ink).
3. A resume and /or other documents will not be accepted in lieu of a completed application; however, you may submit additional documents with the application.
4. The information you provide on this application should clearly reflect your suitability to the position you are applying for. Your employment record, position-related educational requirements, skills, knowledge, abilities, qualifications, and experience will be evaluated based upon the information you provide in this application. Your application will be referred to the hiring department only if the minimum requirements as described in the Job Vacancy Notice are met. If you are selected for an interview, you will be contacted by the Human Resources Department or the office that posted the job.
5. In order for your application to be considered complete, you must answer all questions in this application. **AN INCOMPLETE APPLICATION WILL NOT BE CONSIDERED.** Any information that you provide in this application, accompanying documents, and/or give verbally to Nacogdoches County is subject to verification. Falsification, misrepresentation, or omissions of fact may be grounds for rejection of your application, or subsequent termination of employment if hired. A comprehensive pre-employment reference and background screening will be conducted on all applicants as permitted by law. **Comments such as “See Resume” are not acceptable and may result in the application being considered incomplete.**
6. If we are unable to consider your application, you will receive no further notice. Due to the large volume of employment inquiries received, we regret that we are unable to provide a more personal response to your application.
7. Nacogdoches County promotes a drug-free work environment and may require all applicants who receive a conditional offer of employment to successfully complete a drug screening test. A physical examination, agility testing, driving record, and/or criminal history check may also be required after a conditional offer has been extended.
8. This application and any accompanying document(s) submitted for consideration of employment become property of Nacogdoches County and will not be returned to the applicant.
9. This application becomes public record and is subject to disclosure in accordance with the Texas Government Code Ann. § 552-Public Information Act.
10. As mandated by the Immigration Reform and Control Act of 1986, all candidates offered employment after November 6, 1986 must provide written proof that establishes identity and eligibility to work in the United States. This is accomplished by completing the Employment Eligibility Verification Form (I-9) and producing acceptable documents including but not limited to United States Passport; State issued Driver's License; Social Security Card; Birth Certificate; other acceptable documents that establish identity and eligibility to work in the U.S.

**Nacogdoches County is an EQUAL OPPORTUNITY Employer
Promoting DIVERSITY and a DRUG-FREE work environment**

Reason for Leaving/Wanting to Leave		
(3) Previous Employer		Phone No.
Address	Date started	Date Left
Supervisor	Your title	Salary
Description of Work		
Reason for Leaving/Wanting to Leave		
(4) Previous Employer		Phone No.
Address	Date started	Date Left
Supervisor	Your Title	Salary
Description of Work		
Reason for Leaving/Wanting to Leave		

Please explain all periods of unemployment exceeding 90 days: _____

EDUCATION:

Did you graduate from high school? Yes No if no, last grade completed _____ GED Obtained? Yes No

College-University-Trade Business-Correspondence School Name Location	No. Of Years	Major Area Of Study	Semester Hours	Degrees Granted	

(Applicants may be required to provide copies of transcripts and/or diplomas/certificates)

Military Service of the United States:

Branch of Service _____ List any relevant job-related skills during military service (you may be required to provide a copy of form DD214). _____

Personal Data:

Please list any other names you have used in connection with employment or education _____

Have you previously worked for Nacogdoches County? Yes No If so, when? _____
 Department _____ Position _____ Supervisor _____

Are you authorized to work in this country? Yes No (Proof of citizenship or immigration status will be required upon employment)

Can you perform the essential functions of the job for which you are applying with or without reasonable accommodation? Yes No

Are you currently under indictment for any crime? Yes No If yes, state nature of indictment, date, and location of case(s). _____

Have you ever: been convicted, pled guilty, pled no contest, or received deferred adjudication or probation for and criminal act?*

Yes No *A criminal conviction is not necessarily a bar to employment. False statements or omissions of information, whether intentional or unintentional, will be grounds for immediate elimination from further consideration (or dismissal from employment with Nacogdoches County if hired.)

If yes, list ALL such offenses and state date, name of Court and disposition. (You may omit minor traffic violations for which you paid a fine of \$100 or less)

List all counties and states you have resided in within the past 10 years.

Do you have a current driver's license? Yes No
Do you have a commercial driver's license? Yes No
Has your driver's license ever been suspended or revoked: Yes No

If yes, explain: _____

List all licenses/certifications/registrations you hold (such as Drivers, electrician, etc.)

Type _____ Expiration Date _____

Type _____ Expiration Date _____

Are you related by blood or marriage to any Nacogdoches County employee/official? Yes No

Name Where Employed Relationship

Give the names and addresses of three persons, other than relatives, who have knowledge of your character, experience or ability:

Name	Address	Occupation	Telephone Number

List any additional experience and training you have had which in your opinion would qualify you for the position you seek:

(Example: apprenticeships, technical skills, foreign languages spoken/written, etc) _____

If employed, I understand that Nacogdoches County may elect to pay compensation or cash overtime as allowed under Fair Labor Standards Act.

IMPORTANT

It is the responsibility of the applicant to read the following before signing:

I certify that the answers given herein are true and complete. I understand that any falsification or willful omission made in my application, resume or interview(s) shall be sufficient cause for dismissal or refusal of employment, whenever discovered. I understand that the information provided in my application, resume and interviews may be investigated, and I hereby authorize each former employer, whether given as a reference or not, to answer any questions and furnish any information sought by the County concerning any qualifications for employment. Depending on the department and position applied for, I understand that such investigation may include a full criminal history and FBI records check. I hereby release the County and all third parties supplying information to the County from all liability, including liability caused by negligence, arising from reference and background checks conducted by or on behalf of the employer about me. I also understand that this application is subject to the Open Records Act and may be released as a public document.

I understand that my employment is at the discretion of the Commissioners' Court or elected Department Head concerned, and that Nacogdoches County is an employment-at-will employer, which means that I may resign at any time and the County may terminate my employment at any time for any or no reason.

I understand that my employment is contingent upon successful completion of a conditional post-employment offer fitness for duty examination, which will (depending on position) include a drug screen. Health care providers of the County's selection will conduct this examination. I certify that I will fully and truthfully answer any questions asked by the health care providers or staff. I understand that a positive result from the drug screen will eliminate me from consideration from any County job for one year. While employed, if my department head requests, I will submit to additional physical examinations by health care providers of the County's selection for the purpose of determining my fitness for continued employment. If injured during the course of employment, I will promptly report such injury to my supervisor or department head. If medical treatment is necessary or requested, I will submit to treatment or examination by health care providers of my selection.

I understand that some departments of the County have an Employee Handbook or policies, which describe additional obligations, terms and conditions of employment. I agree to promptly familiarize myself with the terms of such documents and abide thereby, if applicable. I understand and agree that all benefits, programs, rules and policies of the County are subject to exceptions or change at any time, as decided by the County.

I certify that I have carefully read each provision of this application for employment and that I have been given an opportunity to ask questions concerning any provision, which I do not fully understand.

This application must be signed.

Signature _____ Date _____

Please indicate your experience/skills/abilities in the following areas:

Typing Speed:	Skills:	Clerical Experience:	No. Of Years
Below 40 wpm	10-Key by touch	Receptionist	_____
40-49 wpm	Excel	Data Entry	_____
50-59 wpm	Word	Bookkeeping	_____
60-69 wpm	Word Perfect	Filing	_____
Above 70 wpm	Power Point	Purchasing	_____
	Other word processing _____	Secretarial	_____
	Other Software _____	Records Management	_____
	Quattro Pro	Cashier	_____
	AS/400 Mainframe	Other _____	_____
	Shorthand – speed _____	_____	_____
	Court Reporting	_____	_____
	Other: _____	_____	_____
	_____	_____	_____

LABOR/MAINTENANCE/SKILLED CRAFT/EQUIPMENT OPERATION

Please indicate your experience/skills/abilities in the following areas:

Skill Areas	No. Of Years Exp.	Equipment Operated	No. Of Years Exp.
Concrete finishing	_____	Water Truck	_____
Welding	_____	Chip Spreader	_____
Asphalt work	_____	Backhoe	_____
Surveying	_____	Front End Loader	_____
Setting grades	_____	Bulldozer	_____
Flagging	_____	Track hoe	_____
Plumbing	_____	Tractor Trailer	_____
Painting	_____	Tractor with mower	_____
Carpentry	_____	Hydraulic excavator	_____
Electrical	_____	Motor grader	_____
HVAC	_____	Dump truck	_____
Auto mechanic	_____	Winch truck	_____
Heavy equip. Mechanic	_____	Roller-packer	_____
Sign maintenance	_____	Pneumatic roller	_____
Grounds keeping/landscaping	_____	Other _____	_____
Road maintenance/construction	_____	_____	_____
Other _____	_____	_____	_____

Nacogdoches County is an Equal Opportunity Employer. We request that you provide the following information, which is used to study recruitment and employment patterns and to provide statistical data to federal compliance agencies. This information will be kept separate from your application and kept confidential and will in no way be used in consideration of your application for employment. **Completion of this portion of the form is voluntary.** Failure to provide this information will not jeopardize your opportunity for employment with Nacogdoches County.

Check the most appropriate blank:

Male
Female

White
Black
Hispanic

American Indian
Asian
Other

If "Other", please specify: _____

What led you to apply with the County:

Stopped in to check on available jobs
Referred by a County employee
Other (please list) _____

Texas Work Force Commission
Newspaper
Nacogdoches County Website

Revised 10-23-2009