



DeWitt County

Employment Application

An Equal Opportunity Employer

DeWitt County Human Resources
 102 N. Clinton St., Ste. 230
 Cuero, Texas 77954

(361) 275-0888
 Fax (361) 275-0898
 DeWitt County Website:
www.co.dewitt.tx.us

It is the policy of DeWitt County to not discriminate in employment on the basis of race, religion, color, age, national origin, sex (including pregnancy, gender identity, and sexual orientation), marital status, veteran status, disability or genetic makeup. To request a reasonable accommodation or other assistance in the application process, contact Human Resources at (361) 275-0888, hr@dwcotx.org, or mail your request to the address above.

COMPLETE IN FULL OR IT WILL NOT BE CONSIDERED.

APPLICANT INFORMATION					
FIRST NAME		MIDDLE NAME		LAST NAME	
ADDRESS					
PHONE		E-MAIL			
DATE OF APPLICATION		POSITION APPLIED		DATE AVAILABLE	

Do you have legal right to work in the United States? Yes No
 (Proof of citizenship or immigration status will be required upon employment)

Are you willing to work: Full Time Part Time Temporary

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

LICENSE INFORMATION				
List all license/certifications/registration you hold (Such as driver's license, electrician, etc.)				
STATE	LICENSE #	TYPE/CLASS	ENDORSEMENTS	EXPIRATION
OTHER LICENSES				

EMPLOYMENT HISTORY

List all employment (including military services) for at least the past 10 years. Start with the last or current position and work backwards (attach separate sheets if necessary). Please provide complete answers. Please do not write "SEE RESUME". You are required to list the complete mailing address, including street number, city, state, zip; and complete all other information requested. Attach additional sheets and/or your resume to provide sufficient qualifying experience information.

CURRENT EMPLOYER					
May we contact your current employer: Yes <input type="checkbox"/> No <input type="checkbox"/>					
NAME				PHONE	
ADDRESS					
POSITION		FROM (MO/YR)		TO (MO/YR)	
REASON FOR LEAVING				SALARY	
EXPLAIN ANY GAPS IN EMPLOYMENT (Include month/year & reason)					

EMPLOYER					
NAME				PHONE	
ADDRESS					
POSITION		FROM (MO/YR)		TO (MO/YR)	
REASON FOR LEAVING				SALARY	
EXPLAIN ANY GAPS IN EMPLOYMENT (Include month/year & reason)					

EMPLOYER					
NAME				PHONE	
ADDRESS					
POSITION		FROM (MO/YR)		TO (MO/YR)	
REASON FOR LEAVING				SALARY	
EXPLAIN ANY GAPS IN EMPLOYMENT (Include month/year & reason)					

Have you previously been employed by DeWitt County? Yes No If so, when? _____

Department: _____ Position: _____ Supervisor: _____

EDUCATION						
SCHOOL	NAME & LOCATION	COURSE OF STUDY	YEARS COMPLETE	GRADUATE		DETAILS
				Y	N	
High School				<input type="checkbox"/>	<input type="checkbox"/>	
College				<input type="checkbox"/>	<input type="checkbox"/>	
Other				<input type="checkbox"/>	<input type="checkbox"/>	
GED Obtained				<input type="checkbox"/>	<input type="checkbox"/>	

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

OTHER QUALIFICATIONS
Please list any other qualifications you possess and in which you believe should be considered. _____ _____

Military Service? Yes No

Branch of Service: _____

List any relevant job-related skills acquired during military service (you may be required to provide a copy of form DD-214).

Have you ever been convicted of a crime? (Exclude convictions that have been sealed, expunged or legally eradicated, and misdemeanor convictions for which probation was completed and the case was dismissed). Yes No

If **YES**, please use the space below to briefly describe the nature of the crime(s), the date and place of conviction and the legal disposition of the case. DeWitt County will not deny employment to any applicant solely because the person has been convicted of a crime. The County, however, may consider the nature, date and circumstances of the offense as well as whether the offense is relevant to the duties of the position applied. (You may omit minor traffic violations for which you paid a fine of \$100 or less)

Are you related to any Elected Official or person employed with the DeWitt County?

Yes No

Name: _____ Department: _____ Relationship: _____

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

Name	Address	Occupation	Telephone

List any additional experience and training you possess which, in your opinion, would qualify you for the position you seek: (Example: apprenticeships, technical skills, foreign languages spoken/written, etc.)

CERTIFICATION OF APPLICANT

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 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. I understand that such investigation may include criminal history records check. I authorize investigation of all statements contained in this application for employment, and I release DeWitt County, its management and appointed and elected officials, and all third parties supplying information to the County from any and all liability, including liability caused by negligence, arising from reference and background checks conducted by or on behalf of the employer about me. Upon my termination, I authorize release of reference information regarding my employment and work record and release DeWitt County from any and all liability resulting from the release of such information. I also understand that this application is subject to the Texas Public Information Act and may be released as a public document.

I understand that my employment is at the discretion of the Elected Official or Department Head concerned, and that DeWitt 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 before being considered for employment, successful completion of a drug and alcohol screening may be required. This test will be conducted by health care providers of the County's selection. I certify that I will fully and truthfully answer any questions asked by the health care providers or staff.

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. I understand the acceptance of this application by the employer neither expresses nor implies I will be offered employment. **This application must be signed.**

Printed Name: _____

Signature: _____

Date: _____

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

Typing Speed:

- Below 40 wpm
- 40-49 wpm
- 50-59 wpm
- 60-69 wpm
- Above 70 wpm

Skills:

- 10-key by touch
- Excel
- Word
- PowerPoint
- Other _____

Clerical Experience:

- Receptionist
- Data Entry
- Bookkeeping
- Filing
- Purchasing
- Secretarial
- Records Management
- Cashier (electronic)
- Other _____

Number of years Exp.

LABOR/MAINTENANCE/SKILLED CRAFT/EQUIPMENT OPERATION

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

Skill Areas:

- Concrete finishing
- Welding
- Asphalt work
- Surveying
- Setting grades
- Flagging
- Plumbing
- Painting
- Carpentry
- Electrical
- HVAC
- Auto mechanic
- Heavy equip. mechanic
- Sign Maintenance
- Groundskeeping/landscaping
- Other _____

Number of years Exp.

Equipment Operated:

- Water truck
- Chip Spreader
- Backhoe
- Front End Loader
- Bulldozer
- Trackhoe
- Tractor Trailer
- Tractor with mower
- Hydraulic excavator
- Motor grader
- Dump truck
- Winch truck
- Roller-packer
- Pneumatic roller
- Other _____

Number of years Exp.

What led you to apply with the County:

- Stopped in to check on available jobs
- Referred by a County employee
- Other _____
- Texas Work Force Commission
- Newspaper or magazine advertisement