

**Dallas County
APPLICATION FOR EMPLOYMENT**

Employment Record:

#1. Present or most recent employer

Employers Name: _____ **Phone:** () _____

Address: _____
Number Street City State Zip Code

Supervisors Name: _____ Tile: _____

Your Job Title: _____

Date of Employment: From: _____ To: _____

Was your employment: _____ Full Time _____ Part Time - avg. hours per week: (_____)

Describe your duties: _____

Reason for leaving: _____

#2 Previous

Employers Name: _____ **Phone:** () _____

Address: _____
Number Street City State Zip Code

Supervisors Name: _____ Tile: _____

Your Job Title: _____

Date of Employment: From: _____ To: _____

Was your employment: _____ Full Time _____ Part Time - avg. hours per week: (_____)

Describe your duties: _____

Reason for leaving: _____

#3 Previous

Employers Name: _____ **Phone:** () _____

Address: _____
Number Street City State Zip Code

Supervisors Name: _____ Tile: _____

Your Job Title: _____

Date of Employment: From: _____ To: _____

Was your employment: _____ Full Time _____ Part Time - avg. hours per week: (_____)

Describe your duties: _____

Reason for leaving: _____

May we contact your employers listed above? _____ Yes If no, why? _____

Dallas County
APPLICATION FOR EMPLOYMENT

Education:

Name of High School:

_____ City _____ State

Did you graduate: _____ Yes _____ No Mark which Diploma: ___ Advanced ___ General ___ Certificate of completion

Have you completed the requirements for a G.E.D? _____ Yes _____ No

If yes, the state where received:

Name Of College:

Years Completed: 1 2 3 4 5 6 Did you Graduate? _____ Yes _____ No

Major: _____ Degree: _____

Name of Graduate School:

Did you graduate? _____ Yes _____ No Area of Study: _____ Degree:

Vocational or Other Formal Education: _____
_____ City _____ State

SPECIALIZED TRAINING/SKILLS:

Typing: _____ /wpm Shorthand: _____ /wpm

Can you operate: _____ calculator _____ Dictaphone _____ Multi-line phone
_____ Copier _____ Word Processor _____ Data entry terminal

List any other training, skill, or aptitude which you feel are related to the type of employment you are seeking with the county:

Do you have a driver's license: _____ Yes _____ No License #

State

Have you ever been employed by the Dallas County Commission? _____ Yes _____ No

If Yes, Supervisor's Name: _____ Department: _____

Reason for Termination:

Military Service:

Have you served in the US Military? _____ Yes _____ No

Dates of Service: From _____ to _____

Branch of Service: _____ Type of Duty: _____

Describe any special training or skill acquired in the service?

List membership in any professional organization which you feel would enhance your application:

APPLICANT'S STATEMENT

Read Carefully,

The information contained in this application is correct and accurate to the best of my knowledge. I understand that employment is subject to; verification of applicable lawful age, legal right to remain permanently in the united states and physical examination and conditions; and I will furnish and submit such lawful proof, documents and permits as may be necessary to verify the same, I hereby agree to submit to medical examination based on the essential functions of the job after a conditional job offer has been made. I authorize; (A): Investigation of the information contained in this application, of other matters concerning my past employment, credit, educational records, or other activities. (B) The issuance of credit and Consumer Reports or other statements which may be furnished or obtained concerning the same. I hereby release from any and all liability and responsibility all persons, companies and corporations applying such information and Dallas County in obtaining the same. Dallas County will comply with the American with Disabilities Act of 1990. The county will attempt to provide reasonable accommodations for a qualified individual with a disability as defined by ADA and is capable of performing the essential job functions with or without reasonable accommodation unless undue hardship to the county or direct threat to the employee or others would result.

I agree to such personal protection equipment and devices as may be required by the county and to comply with safety rules and requirements. I understand that any misleading or incorrect statements may render this application void and in the event of my employment would be caused for immediate dismissal.

I have carefully read the above and the saying.

Signature of Applicant: _____ Date: _____

AUTHORIZATION FOR RELEASE OR EMPLOYMENT INFORMATION

Applicant:

This will authorize all previous employers of mine to provide Dallas County with any information Dallas County may request. I hereby authorize each previous employer of mine to give to Dallas County Any information in my personal file that the county may request, Including, but not limited to disciplinary actions, attendance records, reports relative to training and education, and any other information available concerning my previous employment. Dallas County may obtain investigative report that includes information obtained through personal interviews with supervisors and business associates with any previous employer of mine. The personal interviews may seek information about my past job performance liability, character, personal characteristics, and general reputation.

I understand that if I am hired, the county may terminate my employment during the probationary period, or at any other time with or without cause. I understand that no promise of employment for a particular length of time has been made to me. I further understand that no manager, supervisor, employer, or other county representative has the authority to promise employment for a particular length of time or to make any other promise or representation about my future employment with County.

I have read and understand the application and all of the information contained herein.

Signed: _____ Date: _____

REFERENCES

Please list 3 references. We prefer at least one professional reference of someone who is either a past employer or someone who knows your professional capabilities. (i.e. Former teacher, supervisor, coworker, etc.)

<u>NAME</u>	<u>PHONE NUMBER</u>	<u>OCCUPATION</u>
1. _____	() _____	_____
2. _____	() _____	_____
3. _____	() _____	_____