

**APPLICATION FOR EMPLOYMENT
CAMERON COUNTY**

1100 E. Monroe St. Suite 118, Brownsville, Texas 78520
(956) 544-0827

Affirmative Action/Equal Employment Opportunity/MFD Employer

Answer all questions completely. Only fully completed applications will be considered for employment. The information you supply will be fully verified, so you should avoid any misstatements since they would jeopardize your consideration for employment or serve as grounds for dismissal.

PLEASE PRINT CLEARLY OR TYPE Today's Date: _____

Position Desired: _____

NAME: _____
(Last Name) (First Name) (Middle Initial)

Have you ever worked under another name? No Yes If Yes, what name? _____

Contact Information: (Phone/Mobile/Pager) _____

Are you over 18 years of age? No Yes Date Available: _____

Hours willing to work: _____ Full Time Part-Time Rotating Shift Temporary

Willing to travel? No Yes Percent of Time: _____

How did you hear about the job?
County Bulletin Board Newspaper Advertisement Cameron County Employee
Texas Workforce Development Board Texas Workforce Commission School Placement Center
Other: _____

PERSONAL DATA

Have you ever applied for a position with Cameron County? No Yes Give Date: _____

Have you ever worked for Cameron County? No Yes Dates, From: _____
To: _____

Are any of your relatives employees of Cameron County? No Yes

If yes, list name, relationship, and department employed in: _____

Have you ever been convicted of a felony, misdemeanor, or received a differed adjudication? (Disclosure of criminal record does not automatically disqualify you for employment): No Yes

If yes, please explain dates, nature of charge, and disposition: _____

Are you authorized to work in this Country? No Yes
Have you ever been discharged, suspended, or asked to resign from employment? If Yes, Please explain: No Yes

Are you a veteran of the U.S. Military Service? (This information needed for Civil Service credit) No Yes
Type of Discharge: _____ Dates: _____

Are you able to perform the essential job functions with or without reasonable accommodation? (Answer only after reviewing the essential job duties on the job posting; may request a copy of the job description) No Yes

EDUCATION HISTORY

School/Location	Degree or Semester Hours Completed	Honors/Awards/Extracurricular Activities
High School	Graduated? No Yes	
College		
Graduate School		
Business/Vocational School/Other		

SPECIAL QUALIFICATIONS

For Clerical Positions

Do you type? No Yes _____ WPM

Do you use a 10-Key Adding Machine? No Yes

What office machines can you operate? (Include computer skill): _____

For Public Works Positions

What machines/equipment can you operate that are related to the job you are applying for? (i.e., backhoe, mower, pesticide sprayers)

For All Positions

Can you speak or write in a foreign language? Speak Write

Language: _____ Fluently Not Fluently Fluently Not Fluently

What other licenses/certifications/registrations do you have? (Include dates received and license numbers)

Do you have any other special skills related to the job you are applying for? (Include knowledge of computer software i.e. Excel, Office, Word and Word Perfect): _____

EMPLOYMENT HISTORY

List all employment after leaving school, starting with your most recent position. All time must be accounted for, including U.S. Military Service. If you were unemployed for any reason, state what you were doing. Complete this section carefully because your work experience will be important in finding the position you are best suited for. Be sure to include all job history relevant to the position you are applying for. If you need additional space, please continue on a separate sheet of paper.

Company: _____

Address: _____

Supervisor: _____

Supervisor's Title: _____

Telephone: _____

May we contact? Yes No

Position: _____

From: ____ / ____ / ____ To: ____ / ____ / ____

Duties, Responsibilities, and Accomplishments: _____

FOR EMPLOYER USE ONLY:

Starting Salary: \$ _____

Ending Salary: \$ _____

Reason for Leaving: _____

Company: _____

Address: _____

Supervisor: _____

Supervisor's Title: _____

Telephone: _____

May we contact? Yes No

Position: _____

From: ____ / ____ / ____ To: ____ / ____ / ____

Duties, Responsibilities, and Accomplishments: _____

FOR EMPLOYER USE ONLY:

Starting Salary: \$ _____

Ending Salary: \$ _____

Reason for Leaving: _____

Company: _____

Address: _____

Supervisor: _____

Supervisor's Title: _____

Telephone: _____

May we contact? Yes No

Position: _____

From: ____ / ____ / ____ To: ____ / ____ / ____

Duties, Responsibilities, and Accomplishments: _____

FOR EMPLOYER USE ONLY:

Starting Salary: \$ _____

Ending Salary: \$ _____

Reason for Leaving: _____

REFERENCES

List 3 persons not related to you who have definite knowledge of your character, qualifications, and fitness for the position you are applying for. Do not repeat names listed in the Employment History.

Name: _____
Address: _____
Home Telephone: _____
Occupation: _____
Work Telephone: _____
How long has reference known you? _____

FOR EMPLOYER USE ONLY

Name: _____
Address: _____
Home Telephone: _____
Occupation: _____
Work Telephone: _____
How long has reference known you? _____

FOR EMPLOYER USE ONLY

Name: _____
Address: _____
Home Telephone: _____
Occupation: _____
Work Telephone: _____
How long has reference known you? _____

FOR EMPLOYER USE ONLY

State any additional information you feel may be helpful to us in considering your application: _____

AUTHORIZATION AND AGREEMENT

Please read before signing. If you have any questions, please ask.

Cameron County is an equal opportunity employer and does not discriminate in its recruiting, selection, and hiring procedures because of race, color, sex, religion, national origin, age, disability, citizenship, veteran status, political affiliation or belief, or any other non-job related factor.

I authorize the references and prior employers listed above to give Cameron County any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to Cameron County.

I hereby affirm that the information provided in this Application for Employment is true, correct, and complete. If employed, any misstatements or omission of fact on this application may result in my dismissal.

I understand that completion of this employment application form does not constitute any type of employment agreement or contract. I further understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. (Social Security number, driver's license, home address and date of birth may be requested as a condition for employment at time of job offer.)

Signature: _____ Date: ____/____/____

FOR PERSONNEL USE ONLY

Interviewer/Department: _____ Date: ____/____/____

Summary Remarks: _____

Employed: No Yes DOH: ____/____/____ Salary/Hourly rate: \$ _____

Job Title: _____ Department: _____