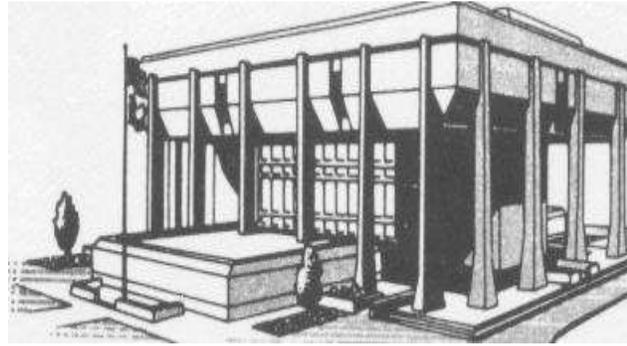


# County of Taylor

Taylor County Courthouse  
300 Oak Street  
Abilene, Texas 79602



## Taylor County Employment Application Information Sheet

Taylor County is an Equal Employment Opportunity Employer. The Equal Employment Opportunity Plan requires periodic reports on the sex and ethnicity of applicants. This data is for equal employment opportunity analysis only.

Submission of information is strictly voluntary. Your participation or refusal to participate will have NO bearing on your application for employment.

### CHECK ALL THAT APPLY:

Male

Female

White

Black or African American

Hispanic or Latino

Asian

Two or more races

American Indian/Alaskan Native

Veteran

Native Hawaiian/Pacific Islander

Disabled Veteran

Disabled Individual

Position Applied For: \_\_\_\_\_

# Application For Employment

## County of Taylor

300 Oak Street

Abilene, Texas 79602

Phone Number: (325) 674-1220 or 1221 Fax: (325)738-8529

In compliance with Federal and State equal employment opportunity laws, qualified applicants will be considered for this position without regard to race, color, religion, sex, national origin, age, marital status or disability. We are an Equal Opportunity Employer.

### (Answer All Questions)

Date of Application: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

How did you hear of this job opening: \_\_\_\_\_

### PERSONAL INFORMATION

NAME:

\_\_\_\_\_

ADDRESS: \_\_\_\_\_

STREET

CITY

STATE

ZIP

EMAIL ADDRESS: \_\_\_\_\_

HOME TELEPHONE:(\_\_\_\_) \_\_\_\_\_ BUSINESS TELEPHONE:(\_\_\_\_) \_\_\_\_\_

AGE (Check One): Under 18  18 – 20  21 and over

D.L.# \_\_\_\_\_ SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

### POSITION INFORMATION

CHECK ALL APPLICABLE SQUARES:

Full-time  Part-time  Temporary  Shiftwork

SALARY EXPECTED: \$ \_\_\_\_\_ per \_\_\_\_\_

DATE AVAILABLE FOR EMPLOYMENT: \_\_\_\_\_



Skills and Qualifications: Summarize as it relates to the job skills and qualifications acquired from employment or other experience.

## EMPLOYMENT EXPERIENCE

Start with your present or last job and include any job-related military service volunteer activities.

<b>Employer:</b>	Telephone Number(s):	Starting Date:	End Date:
Address:	City and State:	Starting Rate:	Final Rate:
Job Title:	Supervisor:		

Work Performed:

Reason for Leaving:

<b>Employer:</b>	Telephone Number(s):	Starting Date:	End Date:
Address:	City and State:	Starting Rate:	Final Rate:
Job Title:	Supervisor:		

Work Performed:

Reason for Leaving:

<b>Employer:</b>	Telephone Number(s):	Starting Date:	End Date:
Address:	City and State:	Starting Rate:	Final Rate:
Job Title:	Supervisor:		

Work Performed:

Reason for Leaving:

<b>Employer:</b>	Telephone Number(s):	Starting Date:	End Date:
Address:	City and State:	Starting Rate:	Final Rate:
Job Title:	Supervisor:		

Work Performed:

Reason for Leaving:

List professional, trade, business or civic activities, offices held and any additional information you feel may be helpful in considering your application. Use another sheet of paper if needed.

**Additional Information**

*(Check Specialized Skills)*

Microsoft Word  Microsoft Excel  Microsoft Office  Fax  Typing WPM \_\_\_\_\_

Windows Version \_\_\_\_\_ Ten-Key  Multi-line Phone System

Other \_\_\_\_\_

**Personal References**

*(Not Relatives or Employers)*

Name	Address	Telephone
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

**Agreement**

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application as necessary in arriving at an employment decision. I further authorize employers named in this application to release information to Taylor County concerning my previous employment records and to give a statement concerning my on-the-job performance. It is my understanding that the personal references named in this application may be contacted and asked to give a statement and information concerning my character and moral turpitude. In return for Taylor County's considering this application, I give my permission for Taylor County to investigate my personal and employment history. I understand that Taylor County is an "at-will" employer. I also understand that Taylor County's acceptance of this application in no way guarantee's my employment or that I will be interviewed. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also, that I am required to abide by all rules and regulations of Taylor County.

\_\_\_\_\_

**Signature of Applicant** **Date**

**FOR HUMAN RESOURCES DEPARTMENT USE ONLY**

Arrange Interviews	Yes	No	Remarks _____
Employed	Yes	No	_____
Date of Employment	_____		_____
Job Title	_____		_____
Hourly Rate/Salary	_____		_____
Department	_____		_____
			Interviewer & Title <span style="float:right">Date</span>