

# RUNNELS COUNTY TREASURER'S OFFICE

## Employment Application

Runnels County is an Equal Opportunity Employer

**Position:** ASSISTANT TO THE COUNTY TREASURER

**DATE:** \_\_\_\_\_

**Position Available:** January 1, 2023

**Please** *handwrite* your application.

### APPLICANT INFORMATION

Last Name		First		M.I.	
Street Address					
City		State		Zip	
Phone		E-mail Address			
Date Available					
Are you a citizen of the United States?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	
Have you ever worked for Runnels County?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, when?	
Have you ever been convicted of a felony?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, explain.	
If you have ever applied for a bond, has your application been rejected?		Yes <input type="checkbox"/>	No <input type="checkbox"/>		
(PROOF OF IDENTITY AND ELIGIBILITY WILL BE REQUIRED UPON EMPLOYMENT.)					

### EDUCATION

High School		Address			
Number of Years	Did you graduate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Major Subjects					
College		Address			
Number of Years	Did you graduate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Degree and/or Major Subjects					
College		Address			
Number of Years	Did you graduate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Degree and/or Major Subjects					
Other		Address			
Number of Years	Did you graduate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Degree and/or Major Subjects					
Other Course Work Applicable to this Type of Work:					

### MILITARY SERVICE

Branch	From	To
Rank At Discharge	Type of Discharge	
If other than honorable, explain.		

## REFERENCES

Please list three (3) references whom you have known for at least one (1) year.

*Full Name	Relationship
Address	Phone
Company	
*Full Name	Relationship
Address	Phone
Company	
*Full Name	Relationship
Address	Phone
Company	

## PREVIOUS EMPLOYMENT

Provide employer information for the last 10 years and any other work history you feel is relevant to the position you have applied for:

Company		Phone
Address		Supervisor
Job Title		Ending Salary
From	To	Reason for Leaving
Major Responsibilities		
Company		Phone
Address		Supervisor
Job Title		Ending Salary
From	To	Reason for Leaving
Major Responsibilities		
Company		Phone
Address		Supervisor
Job Title		Ending Salary
From	To	Reason for Leaving
Major Responsibilities		
Company		Phone
Address		Supervisor
Job Title		Ending Salary
From	To	Reason for Leaving
Major Responsibilities		

## DISCLAIMER AND SIGNATURE

I certify that the information in this application is correct to the best of my knowledge. I authorize any person, organization or company listed on this application to furnish you any and all information concerning my previous employment, education and qualifications for employment.

I also authorize Runnels County to request and receive such information.

I understand that employment with Runnels County is subject to passing a drug and alcohol test. I understand that Runnels County is an "at will" employer, and that the county or employee is free to terminate employment with the other at any time with or without cause or notice.

Signature	Date
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