

APPLICATION FOR EMPLOYMENT WITH RUNNELS COUNTY CLERK

Runnels County is an Equal Opportunity Employer

(If additional space is needed, please use the back of this application.)

Full Name: _____ Date: _____

Address: _____ Telephone Number: _____

Social Security Number: _____ Date available: _____

Applying for full or part-time? _____

Are you legally eligible for employment in the United States? _____
(Proof of identity and eligibility will be required upon employment.)

Are you able to work weekends, if necessary? _____

Have you ever been convicted of a crime? Yes _____ No _____

If yes, describe in full: _____
(Conviction of a crime will not necessarily be a bar to employment, depending on if job related.)

If you have ever applied for a bond, has your application been rejected? _____

If so, state details: _____

Do you have any relatives employed by Runnels County? Yes: _____ No: _____

If yes, who and in what capacity? _____

EDUCATION	Years completed	Course of study
Name & Location of Schools Attended		
High School: _____	_____	_____
College/University: _____	_____	_____
Other Schools: _____	_____	_____
Related Training _____	_____	_____

Indicate any foreign languages you can speak, read and/or write: _____

REFERENCES (other than relatives or former employers):

Name, Address & Phone # (if available)	Occupation	Years known
_____	_____	_____
_____	_____	_____
_____	_____	_____

PREVIOUS EMPLOYMENT FOR LAST TEN YEARS:

Employer's Name & Address	Position held	Salary	Dates Employed
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

May we inquire of your past and/or present employer? _____

Is there anything not mentioned above that you would like to tell us about yourself?

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 the employee is free to terminate employment with the other at any time with or without cause or notice. I understand that the duties of this job include lifting books that weigh approximately 30 pounds. I certify that answers given herein are true and complete to the best of my knowledge.

Signature: _____