

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 of employment.

CHECK ONE:

Male

Female

CHECK ONE OF THE FOLLOWING:

White

African American

Hispanic

American Indian/Alaskan Native

Asian/Pacific Islander

POSITION APPLIED FOR: _____

GENERAL INFORMATION		
Have you been terminated from employment or asked to resign within the past five years?	Yes	No
Are you now working or have you ever worked for Taylor County?		
Do you or your spouse have any relatives presently employed by Taylor County? If yes, please give name and the department.		
May we contact your present employer?		
Have you been convicted of a felony in the last seven years?		
Have you ever been refused a bond application?		
Do you speak any foreign languages? If yes, please list.		

EDUCATION HISTORY				
Education	Elementary	High-School	College University	Graduate Professional
School Name				
Years Completed:	5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma / Degree				
Course of Study				
Describe Specialized Training, Apprenticeship, Extra Curricular Activities, as it relates to the requirements of the job.				

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.

Employer:	Starting Date:	End Date:	Work Performed:
Address:	Starting Rate:	Final Rate:	
City and State:	Job Title:		
Telephone Number(s):	Supervisor:		
Reason for Leaving:			
Employer:	Starting Date:	End Date:	Work Performed:
Address:	Starting Rate:	Final Rate:	
City and State:	Job Title:		
Telephone Number(s):	Supervisor:		
Reason for Leaving:			
Employer:	Starting Date:	End Date:	Work Performed:
Address:	Starting Rate:	Final Rate:	
City and State:	Job Title:		
Telephone Number(s):	Supervisor:		
Reason for Leaving:			
Employer:	Starting Date:	End Date:	Work Performed:
Address:	Starting Rate:	Final Rate:	
City and State:	Job Title:		
Telephone Number(s):	Supervisor:		
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			
<i>(Check Specialized Skills)</i>			
Microsoft Word	_____	Microsoft Excel	_____
Microsoft Office	_____	Windows Version	_____
Ten-Key	_____	Typing WPM	_____
Fax	_____	Multi-line Phone System	_____
Other	_____		
Personal References			
<i>(Not Relatives or Employers)</i>			
Name	Address	Telephone	
1. _____	_____	_____	
2. _____	_____	_____	
3. _____	_____	_____	
Agreement			
<p>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.</p>			
_____		_____	
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			Date