ELLIS COUNTY
APPLICATION FOR EMPLOYMENT

EQUAL OPPORTUNITY EMPLOYER

PLEASE READ CAREFULLY. TO BE CONSIDERED FOR EMPLOYMENT ALL QUESTIONS MUST BE ANSWERED.

PERSONAL

LAST NAME _____ FIRST _____ MIDDLE _____ TODAY'S DATE _____

HOME STREET ADDRESS _____ APT _____ CITY _____ STATE _____ ZIP CODE _____

HOME PHONE _____ CELL PHONE _____ BEST CONTACT NUMBER ☐ E-MAIL ADDRESS _____

ARE YOU 21 YEARS OF AGE OR OLDER? ☐

IF NOT, ARE YOU AT LEAST 18 YEARS OF AGE? ☐

IF EMPLOYED, CAN YOU SUBMIT VERIFICATION OF YOUR LEGAL RIGHT TO WORK IN THE UNITED STATES? ☐

HAVE YOU EVER BEEN CONVICTED OF ANY OFFENSE GREATER THAN A TRAFFIC VIOLATION? ☐

IF YES LIST BELOW:

DATE _____ OFFENSE _____ DISPOSITION _____

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HAVE YOU SERVED IN THE U.S. ARMED FORCES? ☐

HAVE YOU BEEN PREVIOUSLY EMPLOYED BY ELLIS COUNTY? ☐
IF YES LIST BELOW

DATES: FROM _____ TO _____ LOCATION _____ POSITION _____

ARE YOU RELATED TO ANYONE EMPLOYED BY ELLIS COUNTY?

IF YES, STATE NAME AND LOCATION: _____

HOW DID YOU LEARN OF THIS JOB OPENING? _____

JOB INTEREST – POSITION(S) DESIRED

FIRST CHOICE _____ SECOND CHOICE _____ DATE AVAILABLE _____ SALARY DESIRED _____

WORK HOURS/SHIFT PREFERRED	FULL TIME	PART TIME	DAYS	EVENINGS	NIGHTS	WEEKENDS
	YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐

EDUCATIONAL RECORD

HIGHEST GRADE COMPLETED ☐

NAME, CITY, AND STATE OF SCHOOLS ATTENDED	MAJOR FIELD	GRADUATED
LAST HIGH SCHOOL: _____		☐
LAST COLLEGE/UNIVERSITY: _____	_____	☐
GRADUATE SCHOOL: _____	_____	☐
TECHNICAL/VOCATIONAL SCHOOL: _____	_____	☐

LIST THE COURSES THAT YOU ARE NOW ENROLLED IN: _____

PROFESSIONAL LICENSES/CERTIFICATIONS

TYPE	STATE ISSUED	DATE ISSUED	EXPIRES ON	NUMBER

SKILLS

Please indicate the experience you have by checking the box next to the job skill described below.

Office Skills

Typing	☐ _____wpm	MS Word	☐
Shorthand	☐ _____wpm	MS Access	☐
10-Key	☐	MS Excel	☐
Word Perfect	☐	Power Point	☐
Multi-Line Phone	☐	Cash Handling Exp	☐

Other (please list): _____

Road and Bridge Worker Positions Only

Front End Loader	☐	Dozer	☐
Grade-All	☐	Dump Truck	☐
Diesel Mechanics	☐	Backhoe	☐
Motor Grader	☐	CDL	☐

Other (please list): _____

_____

Language Skills: Which Language: _____ Speak ☐ Read ☐ Write ☐

WORK EXPERIENCE

WHAT OTHER NAME(S) HAVE YOU WORKED UNDER? _____

MAY WE CONTACT YOUR PRESENT EMPLOYER? ☐

LIST YOUR LAST OR PRESENT EMPLOYER FIRST (INCLUDING VOLUNTEER EXPERIENCE) FOR THE PAST 10 YEARS

EMPLOYER _____ DATES EMPLOYED: FROM (mo/yr): _____ TO (mo/yr): _____

STREET ADDRESS _____ CITY _____ STATE _____ PHONE _____

POSITION TITLE _____ STARTING SALARY _____ FINAL SALARY _____

SUPERVISOR'S NAME AND TITLE _____ PERSON(S) WE MAY CONTACT FOR REFERENCE _____

BRIEFLY DESCRIBE YOUR DUTIES _____

REASON FOR LEAVING _____

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REASON FOR LEAVING _____

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING THIS APPLICATION FORM:

Ellis County does not discriminate in hiring or any other decision on the basis of race, color, sex, citizenship, national origin, ancestry, or on the basis of age or physical or mental disability unrelated to ability to perform the work required. No question on this application is intended to secure information to be used for such discrimination.

I voluntarily give Ellis County the right to make a thorough, post-offer investigation of my past employment and activities. I agree to cooperate in such investigation and release from all liability of responsibility all persons, companies or corporations supplying such information. I consent to take an employment physical examination, and passing same is a condition of employment, and such further physical examinations as may be required by Ellis County at such times and places as Ellis County shall designate.

I understand that my employment is at will, and that either party is free to terminate the employment relationship at any time without a reason. I also understand that my employment may be terminated for any misstatement or omission of fact appearing on this application form.

If employed, I will be required to complete the Employment Eligibility Verification form (I-9), and show satisfactory evidence of Identity and Employment Authorization as outlined by the Department of Homeland Security. A list of acceptable documents is included with this application. I UNDERSTAND THAT ELLIS COUNTY PARTICIPATES IN E-VERIFY TO VERIFY MY ELIGIBILITY TO WORK IN THE U.S.

_____ _____

Applicant's Signature Date

RETURN COMPLETED APPLICATIONS TO:

Ellis County
Human Resources
101 W. Main Street, Suite B-103
Waxahachie, TX 75165
humanresources@co.ellis.tx.us

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be unexpired

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)				2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)		3. School ID card with a photograph		
		4. Voter's registration card		4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form		5. U.S. Military card or draft record		
		6. Military dependent's ID card		
		7. U.S. Coast Guard Merchant Mariner Card		5. Native American tribal document
		8. Native American tribal document		6. U.S. Citizen ID Card (Form I-197)
		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		10. School record or report card		8. Employment authorization document issued by the Department of Homeland Security
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)