



# APPLICATION FOR EMPLOYMENT

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Last Name First Name Middle Initial

Current Address: \_\_\_\_\_

Street Address City State Zip

SPECIFIC POSITION(S) APPLYING FOR: \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_

Work Phone: (\_\_\_\_) \_\_\_\_\_

## EDUCATION

Circle the highest grade completed: GED 9 10 11 12 Associate's Bachelor's Master's PHD

High School Name:	Field of Study	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	City, State	
College, Name/Vocational/Technical School:	Field of Study	Degree or No of Semester Hours:	City, State	Year Graduated:
College Name/Vocational/Technical School:	Field of Study	Degree or No of Semester Hours:	City, State	Year Graduated:

## JOB RELATED SKILLS - OFFICE

Typewriter: _____ WPM Word Processor/PC: _____ WPM	Calculator: _____ by Touch _____ by Sight Dictation Machine: _____ WPM	Data Entry/CRT: _____ WPM Length of time: _____ Yrs. _____ Months 10-Key: _____ SPM Length of time: _____ Yrs. _____ Months
Word Processing Software Experience List Software: _____ Length of time: _____ Yrs. _____ Months	Word Processing Software Experience List Software: _____ Length of time: _____ Yrs. _____ Months	Spreadsheet/Database Software Experience: List Software: _____ Length of time: _____ Yrs. _____ Months
<b>OTHER (Machines or Equipment)</b> State number of years of experience	<b>OTHER (Skills or Abilities)</b> State number of years of experience	<b>OTHER (Training, Licenses, or Certificates)</b>

## JOB RELATED SKILLS – LABOR AND TRADES

Types of Vehicles Proficient in Operating:	Types of Machinery Proficient in Operating:	Other Skills:
Languages spoken other than English: ►	Language: _____ Language: _____	Fluent: <input type="checkbox"/> Yes <input type="checkbox"/> No Fluent: <input type="checkbox"/> Yes <input type="checkbox"/> No

## BACKGROUND

Are you eligible to work in the United States?  Yes  No

Have you ever been employed by Bexar County?  Yes  No If yes, when? \_\_\_\_\_ to \_\_\_\_\_ Department: \_\_\_\_\_

If a relative works for Bexar County, please state their full name: \_\_\_\_\_ Relationship: \_\_\_\_\_

State the department and position of the relative working for Bexar County: \_\_\_\_\_

Have you been convicted of a felony?  Yes  No Date of conviction: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Attach a list of all felony convictions within the last five years. \_\_\_\_\_ mo/day/yr

If the job for which you are applying requires driving, complete the next seven questions: 1. Driver's License #: \_\_\_\_\_

2. Type: \_\_\_\_\_ 3. State: \_\_\_\_\_ 4. Exp. Date: \_\_\_\_\_ 5. Endorsements: \_\_\_\_\_ 6. Restrictions: \_\_\_\_\_

7. Attach a list of the type and date of all traffic violations within the last 5 years, excluding non-moving violations.

## FOR OFFICIAL USE ONLY

Certified by Civil Service if Applicable: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

**EMPLOYMENT HISTORY**

This section **MUST BE COMPLETED** even if you are attaching a resume. Since every effort will be made to contact current and previous employers, *correct telephone numbers are important*. Volunteer or internship work may also be included.

**CURRENT OR MOST RECENT EMPLOYER:** \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Telephone Number \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_

Date Employed: From \_\_\_\_\_ to \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Full Time  Part Time Salary: \$ \_\_\_\_\_ hour/year If currently employed, may we contact your supervisor?  Yes  No

Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**CURRENT OR MOST RECENT EMPLOYER:** \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Telephone Number \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_

Date Employed: From \_\_\_\_\_ to \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Full Time  Part Time Salary: \$ \_\_\_\_\_ hour/year If currently employed, may we contact your supervisor?  Yes  No

Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**CURRENT OR MOST RECENT EMPLOYER:** \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Telephone Number \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_

Date Employed: From \_\_\_\_\_ to \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Full Time  Part Time Salary: \$ \_\_\_\_\_ hour/year If currently employed, may we contact your supervisor?  Yes  No

Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**REFERENCES**

Please list two (2) references with current names, addresses, phone numbers and their relationship to you. Work references preferred.

\_\_\_\_\_  
\_\_\_\_\_

**CERTIFICATION**

I certify that the answers given by me to the foregoing questions and statements are true and correct without consequential omissions of any kind. I authorize Bexar County to conduct a background investigation pertaining to my suitability for employment, which may include a criminal history check. I hereby release said companies, schools or persons from all liability for any damage of issuing this information. I understand and agree that any misleading or incorrect statements or omissions may render this application void, and if employed, would be cause for termination and this employer shall not be liable in any respect for such action or termination. As an applicant for employment with Bexar County, I understand, if hired, I must comply with the employee Drug and Alcohol Policy. Additionally, I agree to submit to a pre-employment drug screening test if requested or required by Bexar County. Every male who is a least 18 years old, but has not yet attained the age of 26 years, and is offered employment with Bexar County, shall as a condition of employment, submit documentation evidencing his registration or exemption from registration from the Federal Selective Service System.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**