



Office Use Only
Date Rec'd: _____

## APPLICATION FOR EMPLOYMENT

**INSTRUCTIONS:** All applications for employment with the Hill County District Clerk's Office must be made on this form. Please answer ALL questions. If a question is not applicable, indicate by entering N/A. Resumes will be accepted, but not in place of a completed application.

Last	First	Middle
NAME: _____		
		City
		State
		Zip
STREET ADDRESS: _____		
Area Code	Number	
HOME PHONE: _____		Area Code
		Number
		CELL PHONE: _____

**YES**      **NO**      **Please attach additional information, if needed, to complete the following questions.**

<input type="checkbox"/>	<input type="checkbox"/>	Can you provide proof of age, if hired? All applicants must be at least 18 years of age.
<input type="checkbox"/>	<input type="checkbox"/>	Have you ever been convicted of a felony? If yes, provide details: _____
<input type="checkbox"/>	<input type="checkbox"/>	Are you legally eligible to work in the United States? (Verification will be required if hired).
<input type="checkbox"/>	<input type="checkbox"/>	Are you currently employed? May we contact your current employer? _____
<input type="checkbox"/>	<input type="checkbox"/>	Have you ever been employed by Hill County? If YES, When? _____

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

Date available to begin work: \_\_\_\_\_ Starting Salary desired: \_\_\_\_\_

<b>EDUCATION</b>	Name & Location	Major Subject(s)	No. of Years Completed	DIPLOMA Degree
High School:				
College:				
College:				
Graduate School:				
Other (Trade School):				
Other (Applicable Course Work):				

### **U.S. MILITARY SERVICE**

Number of Years Served: _____	Branch of Service: _____	Rank at Discharge: _____
Duties: _____		
Are you a member of the National Guard or Reserve? Active _____ Inactive _____		

**EMPLOYMENT HISTORY**

Please start with your PRESENT/most recent job (including military service if applicable). Please provide employer information for the last 10 years. Please use page 3 to list additional past employment as necessary.

(1) Present/most recent employer:		Area Code	Number
		Phone Number:	
Street Address:		City	State Zip
Job Title:		Supervisor's Name:	
Dates Employed:		Starting Salary:	Final Salary:
From:	To:		
Reason for Leaving:			
Job Duties:			

(2) Previous Employer:		Area Code	Number
		Phone Number:	
Street Address:		City	State Zip
Job Title:		Supervisor's Name:	
Dates Employed:		Starting Salary:	Final Salary:
From:	To:		
Reason for Leaving:			
Job Duties:			

**SKILLS**

Computers, Office Equipment:	
Licenses:	
Typing (WPM):	10-Key (KPM):
Other:	

**PRE-EMPLOYMENT STATEMENT**

Please read the following carefully, then sign and date where indicated:

I authorize the Hill County District Clerk's Office to make any inquiries they desire regarding my employment, education, training, ability, habits, and personal character for the purpose of determining my fitness for employment. I understand that misrepresentation or omission of any fact required herein which would affect my application unfavorably or receipt of an unsatisfactory reference will be sufficient cause for termination without liability. This application is not an employment contract. Neither the county nor its employees are bound to continue the employment relationship if either chooses at its will to end the relationship at any time. All employment is at will and the relationship cannot be modified unless done in writing.

Applicant's Signature	Date

**Please Complete As Necessary:**

(3) Previous Employer:		Area Code	Number
		Phone Number:	
		City	State Zip
Street Address:			
Job Title:		Supervisor's Name:	
Dates Employed:		Starting Salary:	Final Salary:
From:	To:		
Reason for Leaving:			
Job Duties:			

(4) Previous Employer:		Area Code	Number
		Phone Number:	
		City	State Zip
Street Address:			
Job Title:		Supervisor's Name:	
Dates Employed:		Starting Salary:	Final Salary:
From:	To:		
Reason for Leaving:			
Job Duties:			

(5) Previous Employer:		Area Code	Number
		Phone Number:	
		City	State Zip
Street Address:			
Job Title:		Supervisor's Name:	
Dates Employed:		Starting Salary:	Final Salary:
From:	To:		
Reason for Leaving:			
Job Duties:			