



## **KARNES COUNTY APPLICATION FOR EMPLOYMENT**

Karnes County is an equal opportunity employer. Karnes County does not discriminate in employment with regard to race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service or any other characteristic protected by law.

### **PERSONAL INFORMATION**

*Incomplete information could disqualify you from further consideration. Please complete all fields.*

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

Home Phone # \_\_\_\_\_ Mobile Phone # \_\_\_\_\_

Are you eligible to work in the U.S?  Yes  No

Are you at least 18 years or older? (If no, you may be required to provide authorization to work.)  
 Yes  No

Have you ever been terminated from employment or asked to resign by an employer?  
 Yes  No

**If yes**, please provide company names and details \_\_\_\_\_

Can you work any shift?  Yes  No If no, explain: \_\_\_\_\_

Can you work overtime, including weekends?  Yes  No

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation?  Yes  No

### **EMPLOYMENT DESIRED**

Date you can start \_\_\_\_\_ Hourly rate/Salary desired \_\_\_\_\_

Position desired \_\_\_\_\_

Are you currently employed?  If so may we inquire of your present employer? \_\_\_\_\_

### **REFERRAL SOURCE**

How did you hear about us? County Facebook County Website Other: \_\_\_\_\_

Have you ever worked for this company before?  
 Yes  No Explain \_\_\_\_\_

Do you know anyone who works for our company? Yes/No. If yes, who? \_\_\_\_\_

EDUCATION	Name and location of school	Degree Received	Subjects studied/Major
High School			
College or University			
Trade, Business or Correspondence School			

**EMPLOYMENT HISTORY** Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. Additional pages may be used. *Incomplete information may disqualify you from consideration.*

From	To	Employer Name	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			
From	To	Employer	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			
From	To	Employer	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			

From	To	Employer Name	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, explain.

---

**REFERENCES**

Give the names of three people not related to you, whom you have known for at least three (3) years.

Name	Address, Phone, Email	Company	Years Known
1			
2			
3			

**Please read carefully before signing.**

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Karnes County to hire me. If I am hired, I understand that either Karnes County or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of Karnes County has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to Karnes County true and complete information on this application. No requested information has been concealed. I authorize Karnes County to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

**Pre-employment Statement**

I authorize KARNES COUNTY to make any inquiries they desire regarding my education, employment, ability, habits and personal character for the purpose of determining my fitness for employment. I also authorize previous employers, or any other persons to whom the County may refer, to give any and all information regarding my employment or scholastic record together with any information, personal or otherwise, and I hereby release such persons, and any companies which they represent, from all liability or any damages whatsoever in connection with their compliance. I understand that misrepresentation or omission of any fact or circumstance called for in this application which would affect my application unfavorably, or receipt of unsatisfactory references, will be sufficient cause for termination without liability to me for salary except as may have been earned at the time of my termination.

Date \_\_\_\_\_ Signature \_\_\_\_\_

**THIS APPLICATION IS VALID ONLY FOR 60 DAYS FROM THE DATE ABOVE.**