

# Irion County Employment Application

209 N. Park View St. • Mertzon, Texas 76941 • Office (325) 835-4361

**FILL OUT THIS APPLICATION CLEARLY AND COMPLETELY.** In order to be eligible for employment, an application must be submitted for each position as it becomes available. Applications and attachments, once submitted, become the property of Irion County and are not to be returned.

<b>Position</b>		<b>Salary Desired</b>	<b>Date of Application</b>	<b>Date Available</b>	
<b>Last Name</b>	<b>First Name</b>	<b>Middle Name</b>	<b>Home Telephone #</b>	<b>Alternate Telephone #</b>	
<b>Mailing Address</b>		<b>City</b>	<b>State</b>	<b>Zip</b>	<b>County</b>
<b>Social Security Number</b>	<b>Drivers License Number</b>		<b>State</b>	<b>Class</b>	<b>Referred By</b>

<b>WORKING CONDITIONS</b>					
If it were <b><u>REQUIRED</u></b> for the performance of the job, would you work:					
Overtime	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Evenings	<input type="checkbox"/> Yes	<input type="checkbox"/> No
			Nights	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Rotating Shifts	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Weekends	<input type="checkbox"/> Yes	<input type="checkbox"/> No
			Holidays	<input type="checkbox"/> Yes	<input type="checkbox"/> No

<b>EDUCATION, TRAINING AND OTHER JOB-RELATED INFORMATION</b>					
<b>High School</b>	<b>City</b>	<b>State</b>	<b>Did you graduate?</b>	<b>*Are you at least 18 years of age?</b>	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If you did not graduate from High School, list highest grade completed:			GED <input type="checkbox"/> No <input type="checkbox"/> Yes/Date received:		
<b>College/Trade Name</b>	<b>City</b>	<b>State</b>	<b>Dates Attended</b>	<b>Type of Degree</b>	<b>Major</b>

List certifications, licenses, professional registrations or other credentials

Check any skills you may have:  
☐ Bilingual \_\_\_\_\_ ☐Microsoft Excel ☐Microsoft Word

Have you Worked for Irion County before?  
☐ No ☐Yes/Date: \_\_\_\_\_

Except for minor traffic violations, have you ever been convicted of felony or a misdemeanor? ☐Yes ☐No

Have you ever been placed on probation? ☐Yes ☐No

Has a court found evidence substantiating your guilt in a crime and deferred proceedings? ☐Yes ☐No

If the answer is YES to any of the above questions, describe all incidents on an additional sheet of paper.

<b>PERSONAL REFERENCES</b>			
Name two persons not related to you who have knowledge of your character, ability and experience in a work situation.			
<b>Name</b>	<b>Address</b>	<b>Telephone Number</b>	<b>Occupation</b>

<b>RELATIVES EMPLOYED BY COUNTY</b>		
<b>Name</b>	<b>Department</b>	<b>Relationship</b>

***AN EQUAL OPPORTUNITY EMPLOYER***

1. The Work History must be completed in order for your application to be accepted and considered.
2. Please list most recent job first, including relevant volunteer experience.
3. Additional information, including resumes, may be attached to support but not replace the application upon submission.
4. Copies of all required licenses, certifications and other documentation must be attached to the application upon submission.
5. No additional information will be accepted for consideration after the closing date.
6. If hired, you must provide documentation verifying your identity and authorization to work in the United States within 3 days of the date of hire.

Date of Employment		Employer's Name		
From (Month/Year)	To (Month/Year)	Complete Address		
		City/State/Zip	Telephone Number	
Type of Business		Job Title	Starting Salary	Final Salary
Supervisor's Name/Title		Reason for Leaving		

Description of Duties
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Date of Employment		Employer's Name		
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		<b>City/State/Zip</b>	<b>Telephone Number</b>
<b>Type of Business</b>		<b>Job Title</b>	<b>Starting Salary</b>
<b>Supervisor's Name/Title</b>		<b>Reason for Leaving</b>	
<b>Description of Duties</b>			

  

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		<b>City/State/Zip</b>	<b>Telephone Number</b>
<b>Type of Business</b>		<b>Job Title</b>	<b>Starting Salary</b>
<b>Supervisor's Name/Title</b>		<b>Reason for Leaving</b>	
<b>Description of Duties</b>			

### Information/Reference Release

#### **PLEASE READ CAREFULLY BEFORE SIGNING THIS APPLICATION**

**NOTE: All references below to Irion County apply to and include any Irion County section, department or entity**

1. I authorize Irion County to investigate all statements in this application. I affirm that this information is accurate and correct. I authorize Irion County to secure any necessary information from my former employers, references and academic institutions. I authorize Irion County to perform a criminal and driving history records check. I hereby release these employers, references and academic institutions and Irion County from any liability arising from the giving or receiving of this information about my employment history, my academic credentials, qualifications, criminal/driving history, and/or my suitability for employment with Irion County
2. I am aware that this is an application and not an offer of employment, and neither is this contract (implied or verbal) with Irion County. I am aware that by signing this, Irion County has in no way made any offer of employment at a future date.
3. I am aware that any false statements made on my application (and/or resumes, documents, etc.) with the specific intent to mislead Irion County and/or to intentionally hide damaging job related information that may affect my performance on the job and place Irion County at liability may be grounds for dismissal if I am hired, regardless of the length of my employment with Irion County.
4. I am aware that Irion County is an AT WILL EMPLOYER and if I am offered a job, I do not have any contracts with Irion County, implied, verbal or actual. I am at liberty to terminate my employment without notice and Irion County is able to change any policy in existence without notifying me in advance.

I authorize Irion County to contact my current employer.

☐ Yes

☐ No

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**AN EQUAL OPPORTUNITY EMPLOYER:** It is the policy of Irion County to recruit, hire, train and promote persons in all job categories without regard to race, color, national origin, religion, sex, age or handicap. It is the policy of Irion County to consider the best-qualified individuals according to ADA standards. Requested reasonable accommodations will be considered and final accommodation determinations will be done by department heads after consultation