

# Sterling County Employment Application

P.O. Box 819  
Sterling City, TX 76951  
325.378.3481

**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 Sterling County and are not to be returned.

Position		Salary Desired		Date of Application		Date Available							
Last Name		First Name		Middle Name		Home Telephone #		Alternate Telephone #					
Street Address				City		State		Zip		County			
Social Security Number			Drivers License Number			State		Class		Referred By			
<b>WORKING CONDITIONS</b>													
If it were <b>REQUIRED</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>													
High School				City		State		Did you graduate?		*Are you at least 18 years of age?			
								<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:					
	Name	City	State	Hours Completed	Dates Attended		Type of Degree	Major					
					From	To							
College													
Trade School													
Other													
List certifications, licenses, professional registrations or other credentials													
Check any skills you have:						Have you ever taken a typing test with TWC?							
<input type="checkbox"/> Type _____ WPM		<input type="checkbox"/> Ten Key By Touch		<input type="checkbox"/> No		<input type="checkbox"/> Yes/Date _____							
<input type="checkbox"/> Shorthand _____ WPM		<input type="checkbox"/> Personal Computer		<input type="checkbox"/> No		<input type="checkbox"/> Yes/Date _____							
<input type="checkbox"/> Bilingual _____		<input type="checkbox"/> Dictaphone		<input type="checkbox"/> No		<input type="checkbox"/> Yes/Date _____							
<input type="checkbox"/> Other _____				<input type="checkbox"/> No		<input type="checkbox"/> Yes/Date _____							
Except for minor traffic violations, have you ever been convicted of a felony or a misdemeanor?										<input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever been placed on probation?										<input type="checkbox"/> Yes <input type="checkbox"/> No			
Has a court found evidence substantiating your guilt in a crime and deferred proceedings?										<input type="checkbox"/> Yes <input type="checkbox"/> No			
If the answer is YES to any of the above questions, describe all incidents on an additional sheet of paper.													
<b>BUSINESS REFERENCES</b>													
Name two persons not related to you who have knowledge of your character, ability and experience in a work situation.													
Name		Address		City		State		Zip		Telephone Number		Occupation	
<b>RELATIVES EMPLOYED BY COUNTY</b>													
Name				Department				Relationship					

**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 fully completed application.
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 from the date of hire.

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

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<b>Description of Duties</b>				

**Information/Reference Release**

**PLEASE READ CAREFULLY BEFORE SIGNING THIS APPLICATION**

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

1. I authorize Sterling County to investigate all statements in this application. I affirm that this information is accurate and correct. I authorize Sterling County to secure any necessary information from my former employers, references, and academic institutions. I authorize Sterling County to perform a criminal and driving history records check. I hereby release these employers, references, and academic institutions and Sterling 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 Sterling County.
2. I am aware that this is an application and not an offer of employment, and neither is this a contract (implied or verbal) with Sterling County. I am aware that by signing this, Sterling 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 Sterling County and/or to intentionally hide damaging job related information that may affect my performance on the job and place Sterling County at liability may be grounds for dismissal if I am hired, regardless of the length of my employment with Sterling County.
4. I am aware that Sterling County is an AT WILL EMPLOYER and if I am offered a job, I do not have any contracts with Sterling County, implied, verbal, or actual. I am at liberty to terminate my employment without notice and Sterling County is able to change any policy in existence without notifying me in advance.

I authorize Sterling County to contact my current employer.  Yes  No

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

Date \_\_\_\_\_

**AN EQUAL OPPORTUNITY EMPLOYER:** It is the policy of Sterling County to recruit, hire, train and promote persons on all job categories without regard to race, color, national origin, religion, sex, age or handicap. It is the policy of Sterling 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. Contact Judge Deborah Horwood, for special needs at (325) 378-3481.