

STERLING COUNTY EMPLOYMENT APPLICATION

PO BOX 819/ 609 4TH STREET
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 property of Sterling County and are not to be returned.

Employment Application

Date of Application: _____

Applicant Information

Position: _____ Salary Desired: _____ Date Available: _____

Full Name: _____

Last

First

M. I.

Address: _____

Street Address

Apartment / Unit #

City

State

ZIP Code

County

Phone: _____ Email: _____

Driver's License: _____ State: _____ Class: _____

Referred By: _____ Date Available: _____

Social Security No.: _____ Desired Salary: _____

Position Applied for: _____

Are you a citizen of the United States? **Yes / No** If no, are you authorized to work in the U. S.? **Yes / No**

Have you ever worked for Sterling County? **Yes / No** If yes, when? _____

Do not fill out information below unless position applying for is Law Enforcement.

IF you receive an offer of employment from Sterling County (other than Law Enforcement), you will be required to answer questions.

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

If yes, explain: _____

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.

Working Conditions

Do you have your own means of transportation to and from work if position were offered? **Yes / No**

If it were REQUIRED for the performance of the job, would you work:

Overtime: **Yes / No** Rotating Shifts: **Yes / No**
Evenings: **Yes / No** Weekends: **Yes / No**
Nights: **Yes / No** Holidays: **Yes / No**

EDUCATION/TRAINING AND OTHER JOB-RELATED INFORMATION

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? **Yes / No** Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? **Yes / No** Diploma: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? **Yes / No** Diploma: _____

If you did not graduate from High School, list highest grade completed: _____ GED **No / Yes** / Date received: _____

List certifications, licenses, professional registrations or other credentials: _____

Business References

Name two persons not related to you who have knowledge of your character, ability and experience in a work situation.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Relatives Employed by County

Name: _____ Name: _____

Department: _____

Department: _____

Relationship: _____

Relationship: _____

Previous Employment

Company: _____

Phone: _____

Address: _____

Supervisor: _____

Name/ Title

Job Title: _____

Starting Salary \$ _____ Ending Salary \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? **Yes / No**

Company: _____

Phone: _____

Address: _____

Supervisor: _____

Name/ Title

Job Title: _____

Starting Salary \$ _____ Ending Salary \$ _____

Responsibilities: _____

From (Month/Year): _____ To (Month/Year): _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? **Yes / No**

Company: _____

Phone: _____

Address: _____

Supervisor: _____

Name/ Title

Job Title: _____

Starting Salary \$ _____ Ending Salary \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? **Yes / No**

Military Service

Branch: _____

From: _____ To: _____

Rank at Discharge: _____

Type of Discharge: _____

If other than honorable, explain: _____

Information/ Reference Release

PLEASE READ CAREFULLY BEFORE SIGNING THIS APPLICATION.

NOTE: All references below to Sterling County apply to and include 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 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 for an offer of employment, neither is this a contract (implied or verbal) with Sterling County. I am aware 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 resume, 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 of dismissal if I am hired, regardless of the length of my employment with Sterling County.
4. I understand 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 employments 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

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ 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.