

APPLICATION FOR EMPLOYMENT

EQUAL OPPORTUNITY EMPLOYER

PLEASE READ BEFORE COMPLETING THIS APPLICATION

The Upshur County Appraisal District does not discriminate in the recruitment, hiring and conditions of employment on the basis of race, color, religion, national origin, sex, marital status, disability, age or veteran status. No question on this application is intended to secure information to be used in a discriminatory manner. Your completed application will be reviewed carefully; but its receipt does not imply that you will be employed. Employment consideration necessitates that you meet all minimum qualifications required of the position for which you are applying.

ANSWER ALL QUESTIONS COMPLETELY

PERSONAL DATA

Name _____ Date _____
(Last) (First) (Middle)

Address _____ Telephone: _____
(Street) (City) (State) (Zip) (Home)

Telephone: _____
(Cell or Business)

Are you 18 years of age, or over? Yes No

Are you authorized to work in the United States? Yes No

(If you are hired, you will be required to furnish proof of your employment eligibility.)

Other names used in prior employment _____

Social Security Number _____ Driver's License Number _____ State _____

GENERAL

Apply for position as _____ Salary Requirement _____

Full Time Part Time Temporary

Date Available _____

Have you previously applied for employment with the Upshur County Appraisal District? Yes No

If so, when? _____ Type of position for which you applied _____

How were you referred to the Appraisal District? _____

Have you ever pleaded guilty to, or been convicted of, a criminal offense (see "Convictions" on last page)?

Yes No

If yes, give dates and circumstances _____

Have you ever been involuntarily discharged from a position? Yes No

If yes, give dates and circumstances _____

EMPLOYMENT

(Unless provided with your resume, list all positions you have held, beginning with your most recent. Include self-employment and volunteer work. Attach additional sheets, if necessary.)

Current, or last, employer _____ Employed from _____ to _____

Street Address _____ Salary (monthly) at start _____ finish _____

City _____ State _____ Zip _____ Telephone _____

Name and title of immediate supervisor _____

Your title _____ Description of duties _____

Reason(s) for terminating, or considering a change _____

May we contact this employer while we are considering your application? Yes No

Next employer _____ Employed from _____ to _____

Street Address _____ Salary (monthly) at start _____ finish _____

City _____ State _____ Zip _____ Telephone _____

Name and title of immediate supervisor _____

Your title _____ Description of duties _____

Reason(s) for terminating, or considering a change _____

May we contact this employer while we are considering your application? Yes No

Next employer _____ Employed from _____ to _____

Street Address _____ Salary (monthly) at start _____ finish _____

City _____ State _____ Zip _____ Telephone _____

Name and title of immediate supervisor _____

Your title _____ Description of duties _____

Reason(s) for terminating, or considering a change _____

May we contact this employer while we are considering your application? Yes No

Next employer _____ Employed from _____ to _____

Street Address _____ Salary (monthly) at start _____ finish _____

City _____ State _____ Zip _____ Telephone _____

Name and title of immediate supervisor _____

Your title _____ Description of duties _____

Reason(s) for terminating, or considering a change _____

May we contact this employer while we are considering your application? Yes No

Next employer _____ Employed from _____ to _____

Street Address _____ Salary (monthly) at start _____ finish _____

City _____ State _____ Zip _____ Telephone _____

Name and title of immediate supervisor _____

Your title _____ Description of duties _____

Reason(s) for terminating, or considering a change _____

May we contact this employer while we are considering your application? Yes No

Next employer _____ Employed from _____ to _____

Street Address _____ Salary (monthly) at start _____ finish _____

City _____ State _____ Zip _____ Telephone _____

Name and title of immediate supervisor _____

Your title _____ Description of duties _____

Reason(s) for terminating, or considering a change _____

May we contact this employer while we are considering your application? Yes No

EDUCATION

	Print name, city and state for each school listed	Number of Years Completed	Type of Course or Major	Graduated?	Degree
High School					
College					
College					
Trade, Bus., Night or Corres.					
Other					

Are you presently in school? Yes No If yes, give expected completion date _____

List courses you are taking _____

SPECIAL SKILLS

List applicable professional or technical licenses/certifications relative to your ability to perform the functions of the position for which you are applying _____

List awards, honorary positions or volunteer work relative to your ability to perform the functions of the position for which you are applying _____

List equipment, machinery or special skills relative to your ability to perform the functions of the position for which you are applying _____

HEALTH

If offered the position, would you agree to a physical examination by a physician of our selection?

Yes No

Would you agree to a pre-employment and/or post-employment drug screening by a physician or clinic of our selection? Yes No

PERSONAL REFERENCES (Not relatives or employers)

Name _____
Address _____
Telephone _____

Name _____
Address _____
Telephone _____

Name _____
Address _____
Telephone _____

Name _____
Address _____
Telephone _____

If any relative is employed by the Appraisal District, please list them and their relationship to you.

PLEASE READ CAREFULLY BEFORE SIGNING

I hereby certify that the information provided on this application is accurate to the best of my knowledge and subject to verification by the Upshur County Appraisal District. I authorize the schools, persons, previous employers, agencies and other organizations named in this application to provide the Upshur County Appraisal District (its authorized employees, agents or representatives) with any relevant information that may be required to arrive at an employment decision and hereby release any such school, persons, employers, agencies and organizations from any and all liability which might otherwise incur as a result. I understand that any misrepresentation or omission of a material fact on my application may be justification for refusal of employment.

In the event that I am employed, I understand that all employees are subject to termination at the discretion of the Upshur County Appraisal District. If, in the event I choose to voluntarily terminate my employment, I am free to do so at any time, and, if I choose to give proper notice of termination, the Upshur County Appraisal District may either permit me to continue my employment during the notice period or may accept my resignation immediately.

I understand that, in the event I am employed by the Upshur County Appraisal District, my compensation, hours of employment and all other terms and conditions of employment are subject to modification or change by the Upshur County Appraisal District at its discretion.

I also understand that, if employed, any misrepresentation made by me in filling out this application shall be considered as sufficient cause for my dismissal without advanced notice.

I authorize the Upshur County Appraisal District to supply my employment record, in whole or in part, and in confidence, to any prospective employer, government agency, or other party, with a legal and proper interest.

In the event of my employment, I will comply with all rules and regulations as set forth in the Upshur County Appraisal District's policy manual or other communications distributed to all employees.

I also understand that my employment is conditional upon my satisfactorily passing a physical examination and/or drug screening, if one is requested, to be given by a physician or registered nurse selected by the Upshur County Appraisal District.

I understand that completion of this form does not guarantee me status as an applicant or any consideration for employment unless I meet all stated minimum qualifications required of the position for which I am asking to be considered.

CONVICTIONS: A conviction does not automatically mean you will not be offered a job. What you were convicted of, the circumstances surrounding the conviction and how long ago the conviction occurred are important considerations in determining your eligibility. Give all the facts, so that a fair decision can be made. **The final candidate will be subject to a background check.**

I have read the above statement and accept the same as a condition of my employment with the Upshur County Appraisal District.

Signature of Applicant