



Grimes County Employment Application

Human Resources Department
Grimes County Courthouse
PO Box 230
Anderson, Tx 77830
(936) 873-2111
(936) 873-4401
Fax (936) 873-2499 Grimes
County Website:
www.grimescountytexas.gov

An Equal Opportunity Employer

It is the policy of Grimes County not to discriminate in employment on the basis of race, religion, color, age, national origin, sex, marital status, veteran status or disability. To request a reasonable accommodation or other assistance, contact the Human Resources Department at (936) 873-4401 or, for the hearing impaired, through RELAY Texas at 1-800-735-2989 or mail your request to the address above.

Name _____ Date _____

(Last) (First) (Middle)

Address _____

(Street) (City) (State) (Zip)

Telephone _____

(Personal) (Cell) (Email)

Position Applied For _____ Department _____

Are you willing to work: Full-time Part-time Temporary Shift work
May we contact your previous employers?: Yes No

PREVIOUS EMPLOYMENT: List all employment (including military service) for at least the past 10 years. Begin with your present position and work back. Attach additional sheets or resume to provide sufficient qualifying experience data. Be thorough since your answers may determine whether or not you will be considered for a position. The "Reason for Leaving" and "Salary" must be completed. (Attach additional sheets if needed.) Any applicant providing unrequested information may be rejected.

From _____ To _____ Job Title _____ Salary _____ Employer _____

Supervisor _____ Phone No. _____ Employer Address _____

Reason for Leaving/Wanting to Leave _____

Description of Work _____

From _____ To _____ Job Title _____ Salary _____ Employer _____

Supervisor _____ Phone No. _____ Employer Address _____

Reason for Leaving/Wanting to Leave _____

Description of Work _____

From _____ To _____ Job Title _____ Salary _____ Employer _____

Supervisor _____ Phone No. _____ Employer Address _____

Reason for Leaving/Wanting to Leave _____

Description of Work _____

From _____ To _____ Job Title _____ Salary _____ Employer _____

Supervisor _____ Phone No. _____ Employer Address _____

Reason for Leaving/Wanting to Leave _____

Description of Work _____

Please explain all periods of unemployment exceeding 90 days: _____

EDUCATION:

Did you graduate from high school? Yes No If no, last grade completed _____ GED obtained? Yes No

College-University-Trade Business-Correspondence School Name	Location	No. Of Years	Major Area Of Study	Semester Hours	Degrees Granted

(Applicants may be required to provide copies of transcripts and/or diplomas/certificates.)

MILITARY SERVICE:

Branch of Service _____ List any relevant job-related skills acquired during military service (you may be required to provide a copy of form DD214). _____

PERSONAL DATA:

Please list any other names you have used in connection with employment or education _____

Have you previously worked for Grimes County? Yes No If so, when? _____
Department _____ Position _____ Supervisor _____

Are you authorized to work in this country? Yes No (Proof of citizenship or immigration status will be required upon employment)

Can you perform the essential/marginal functions of the job for which you are applying with or without a reasonable accommodation?
 Yes No

I hereby consent to the release of any and all driving records maintained by the Texas Department of Public Safety or otherwise to the County. Yes No

Have you ever been convicted of or pled guilty or "no contest" to any offense during the past ten years? Yes No

(Conviction may not necessarily disqualify the applicant)

If Yes, List ALL such offenses and state date, name of Court and disposition. (You may omit minor traffic violations for which you paid a fine of \$100 or less)

List all counties and states you have resided in within the past 10 years.

List all licenses/certifications/registrations you hold (such as Drivers, electrician, etc.)

Type _____ Number _____ Expiration Date _____
Type _____ Number _____ Expiration Date _____

Specify equipment or office machines you operate: _____

Are you related to any elected official or person in the employ of the County of Grimes? Yes No

Name _____ Where Employed _____ Relationship _____

Give the names and addresses of three persons, other than relatives, not employed by County who have knowledge of your character, experience or ability:

Name _____ Address _____ Occupation _____ Telephone _____

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List any additional experience and training you have had which in your opinion would qualify you for the position you seek:

(Example: apprenticeships, technical skills, foreign languages spoken/written, etc.) _____

Where applicable, would you be willing to accept compensatory time in lieu of overtime pay? Yes No

IMPORTANT

It is the responsibility of the applicant to read the following before signing:

I certify that the answers given herein are true and complete. I understand that any falsification or willful omission made in my application, resume or interview(s) shall be sufficient cause for dismissal or refusal of employment, whenever discovered. I understand that the information provided in my application, resume and interviews may be investigated, and I hereby authorize each former employer, whether given as a reference or not, to answer any questions and furnish any information sought by the County concerning any qualifications for employment. Depending on the department and position applied for, I understand that such investigation may include a full criminal history and FBI records check. I hereby release the County and all third parties supplying information to the County from all liability, including liability caused by negligence, arising from reference and background checks conducted by or on behalf of the employer about me. I also understand that this application is subject to the Open Records Act and may be released as a public document.

I understand that my employment is at the discretion of the Commissioners' Court, Elected/Appointed Officials or Department Head concerned, and that Grimes County is an employment-at-will employer, which means that I may resign at any time and the County may terminate my employment at any time for any or no reason.

I understand that my employment is contingent upon successful completion of a conditional post-employment offer fitness for duty examination which will include a drug screen. This examination will be conducted by health care providers of the County's selection. I certify that I will fully and truthfully answer any questions asked by the health care providers or staff. I understand that a positive result from the drug screen may eliminate me from consideration from any County job for one year. While employed, if my department head requests, I will submit to additional physical examinations by health care providers of the County's selection for the purpose of determining my fitness for continued employment. If injured during the course of employment, I will promptly report such injury to my supervisor or department head. If medical treatment is necessary or requested, I will submit to treatment or examination by health care providers of the County's selection.

I understand that some departments of the County have an Employee Handbook or policies which describe additional obligations, terms and conditions of employment. I agree to promptly familiarize myself with the terms of such documents and abide thereby, if applicable. I understand and agree that all benefits, programs, rules and policies of the County are subject to exceptions or change at any time, as decided by the County. I understand that I must provide my Social Security number upon conditional offer of employment.

I certify that I have carefully read each provision of this application for employment and that I have been given an opportunity to ask questions concerning any provision which I do not fully understand. **This application must be signed.**

Signature _____ Date _____

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Please indicate your experience/skills/abilities in the following areas:

Typing Speed:

- Below 40 wpm
- 40-49 wpm
- 50-59 wpm
- 60-69 wpm
- Above 70 wpm

Skills:

- 10-key by touch
- Excel
- Word
- Word Perfect
- Quattro Pro
- PowerPoint
- Other word processing _____
- Other software _____
- AS/400 Mainframe _____
- Shorthand – speed _____
- Court Reporting _____
- Other: _____

Clerical Experience:

- Receptionist
- Data Entry
- Bookkeeping
- Filing
- Purchasing
- Secretarial
- Records Management
- Cashier (electronic)
- Customer Service
- Other

No. of Years

LABOR/MAINTENANCE/SKILLED CRAFT/EQUIPMENT OPERATION

Please indicate your experience/skills/abilities in the following areas:

Skill Areas:

- Concrete finishing
- Welding
- Asphalt work
- Surveying
- Setting grades
- Flagging
- Plumbing
- Painting
- Carpentry
- Electrical
- HVAC
- Auto mechanic
- Heavy equip. mechanic
- Sign maintenance
- Groundskeeping/landscaping
- Road maintenance/construction
- Other

No. of Years Exp.

Equipment Operated:

- Water truck
- Chip Spreader
- Backhoe
- Front End Loader
- Bulldozer
- Trackhoe
- Semi-Trailer Truck
- Tractor with mower
- Hydraulic excavator
- Motor grader
- Dump truck
- Winch truck
- Roller-packer
- Pneumatic roller
- Other

No. of years Exp.

Grimes County is an Equal Opportunity Employer. We request that you provide the following information which is used to study recruitment and employment patterns and to provide statistical data to federal compliance agencies. This information will be kept separate from your application and kept confidential and will in no way be used in consideration of your application for employment. **Completion of this portion of the form is voluntary.** Failure to provide this information will not jeopardize your opportunity for employment with Grimes County.

Check the most appropriate blank:

- Male
- Female

- White
- Black
- Hispanic

- American Indian
- Asian
- "Other"

If "Other", please specify: _____

What led you to apply with the County:

- Stopped in to check on available jobs
- Referred by a County employee
- Other (please list) _____

- Texas Work Force Commission
- Newspaper or magazine advertisement