

Appendix C

**ORANGE COUNTY
HUMAN RESOURCES DEPARTMENT
123 S. 6th STREET
ORANGE, TX 77630**



**APPLICATION
FOR
EMPLOYMENT**
AN EQUAL OPPORTUNITY EMPLOYER

NOTE: This application must be fully completed. You may attach a resume in addition to completing the application form.

NAME _____
(Last) (First) (Middle)

ADDRESS _____
(Street) (City) (State) (Zip)

TELEPHONE _____ SOCIAL SECURITY NUMBER _____
(Home) (Other)

Have you previously been employed by Orange County? Yes ___ No ___ If yes, when? _____

Check one or more types of employment you will accept. () Full-time () Temporary () P/T

POSITION APPLIED FOR 1- _____
2- _____

PREVIOUS EMPLOYMENT: List all employment (including United States military service) or at least the past 5 years. Begin with your present position and work back. Resume may be attached for additional qualifying experience data. Please complete entire application.

From _____ To _____ Job Title _____ Salary _____

Firm Name _____ Address _____

Name of Supervisor & Phone Number _____

Reason for Leaving _____

Description of Work _____

From _____ To _____ Job Title _____ Salary _____

Firm Name _____ Address _____

Name of Supervisor & Phone Number _____

Reason for Leaving _____

Description of Work _____

From _____ To _____ Job Title _____ Salary _____

Firm Name _____ Address _____

Name of Supervisor & Phone Number _____

Reason for Leaving _____

Description of Work _____

From _____ To _____ Job Title _____ Salary _____

Firm Name _____ Address _____

Name of Supervisor & Phone Number _____

Reason for Leaving _____

Description of Work _____

Appendix C

EDUCATION:

Did you graduate from high school? Yes___ No___ Do you have a GED? Yes___ No___

College-University-Trade
Business-Correspondence School

Major Areas
Of Study

Dates of
Attendance

Semester
Hours

Dates Left or
Graduated

UNITED STATES MILITARY SERVICE

Branch of Service_____ Date of Service_____

PERSONAL DATA:

Are you able to perform the essential functions of the position applied for with or without an accommodation?

Yes___ No___

List all current and valid licenses you may hold: (Drivers, electrician, etc.)

Type_____ Number_____ Expiration Date_____

Type_____ Number_____ Expiration Date_____

Give the names and addresses of three persons, other than relatives who have knowledge of your character, experience or ability:

Name	Address	Occupation	Telephone Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Specify equipment or office machines you operate:_____

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

In consideration of my employment, I agree to conform to the rules and regulations set forth by Orange County, and my employment can be terminated with or without cause and with or without notice, at any time, and at the option of either the County or myself. I understand that only the Commissioners Court, has any authority to enter into my agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

I certify that I have made no willful misrepresentations in this application nor have I withheld information in my statements and answers to questions. I am aware that the information given by me in my application will be investigated with my full permission, and that any misrepresentations may cause my application to be rejected.

Orange County intends to hire only individuals who are U. S. citizens or aliens authorized to work in the United States. Refusal to give written consent for a drug/alcohol screening test will disqualify the candidate from consideration for employment.

Date_____ Signature of Applicant_____