

PLEASE READ THESE INSTRUCTIONS PRIOR TO COMPLETING THIS APPLICATION

1. Thank you for your interest in employment opportunities with Kaufman County. Applications are accepted for posted positions only. You are welcome to apply for more than one position; however, **YOU MUST COMPLETE A SEPARATE APPLICATION FOR EACH POSITION YOU WISH TO APPLY FOR.** Applications are only valid for the duration of each announcement.
2. Please complete this application in type or neat, legible print (using black or blue ink).
3. A resume and /or other documents will not be accepted in lieu of a completed application; however, you may submit additional documents with the application.
4. The information you provide on this application should clearly reflect your suitability to the position you are applying for. Your employment record, position-related educational requirements, skills, knowledge, abilities, qualifications, and experience will be evaluated based upon the information you provide in this application. If you are selected for an interview, you will be contacted by the office that posted the job.
5. In order for your application to be considered complete, you must answer all questions in this application. **AN INCOMPLETE APPLICATION WILL NOT BE CONSIDERED.** Any information that you provide in this application, accompanying documents, and/or give verbally to Kaufman County, is subject to verification. Falsification, misrepresentation, or omissions of fact may be grounds for rejection of your application, or subsequent termination of employment if hired. A comprehensive pre-employment reference check will be conducted on all applicants as permitted by law. **Comments such as “See Resume” are not acceptable and may result in the application being considered incomplete.**
6. If we are unable to consider your application, you will receive no further notice. Due to the large volume of employment inquiries received, we regret that we are unable to provide a more personal response to your application.
7. Kaufman County promotes a drug-free work environment and requires all applicants who receive a conditional offer of employment to successfully complete a background investigation, driving record check, and drug screening test. A physical examination, agility testing, and/or typing test may also be required after a conditional offer has been extended.
8. This application and any accompanying document(s) submitted for consideration of employment become property of Kaufman County and will not be returned to the applicant.
9. This application becomes public record and is subject to disclosure in accordance with the Texas Government Code Ann. § 552-Public Information Act.
10. As mandated by the Immigration Reform and Control Act of 1986, all candidates offered employment after November 6, 1986 must provide written proof that establishes identity and eligibility to work in the United States. This is accomplished by completing the Employment Eligibility Verification Form (I-9) and producing acceptable documents including but not limited to United States Passport; State issued Driver's License; Social Security Card; Birth Certificate; other acceptable documents that establish identity and eligibility to work in the U.S.

**Kaufman County is an EQUAL OPPORTUNITY Employer
Promoting DIVERSITY and a DRUG-FREE work environment**



Human Resources Department
Kaufman County Courthouse Annex
100 N. Washington
Kaufman, Texas 75142
972-932-0283
www.kaufmancounty.net

Kaufman County Employment Application

| | | | | | |
|---------------------------------|--|------------|----------------|---------------------|-----|
| Position Applied For | | Department | | Date of Application | |
| | | | | | |
| Name (Last, First Middle) | | | Contact Number | | |
| | | | | | |
| Maiden Name or Other Names Used | | | | | |
| | | | | | |
| Address | | City | | State | Zip |
| | | | | | |

Have you ever worked for Kaufman County? Yes No

If so, when? _____ Department _____ Elected Official/
Department Head _____

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

Do you have relatives working for Kaufman County? Yes No

If yes, what department? _____ Relationship? _____

Are you willing to travel if required by the job? Yes No

Are you willing to work: Full-Time Part-time Temporary Shift Work

Are you able to perform the essential functions of the job for which you are applying with or without reasonable accommodations? Yes No

Have you ever been convicted, pled guilty, pled no contest, received deferred adjudication or probation for any criminal act? A criminal conviction is not necessarily a bar to employment. False statements or omissions of information, whether intentional or unintentional, will be grounds for immediate elimination from further consideration (or dismissal from employment with Kaufman County if hired.) Yes No

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 \$200 or less)

Are you currently under indictment for any crime? Yes No

If yes, state nature of indictment, date and location of case(s).

Are you currently employed? Yes No

If so, may we contact your present employer? Yes No

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

EMPLOYMENT: List all employment (including military service) **for at least the past 4 years.** Begin with your present position and work back. Attach additional sheets or resume to provide sufficient qualifying experience data. The “Reason for Leaving” and “Salary” must be completed. (Attach additional sheets if needed).

| | | | |
|-------------------------------------|--------------------|------------|--------------|
| (1) Present or Last Employer | | From: | To: |
| | | | |
| Address | City, State, Zip | | Phone Number |
| | | | |
| Title | Salary/Hourly Rate | Supervisor | |
| | | | |
| Description of Work | | | |
| | | | |
| Reason for Leaving/Wanting to Leave | | | |
| | | | |

| | | | |
|-------------------------------------|--------------------|------------|--------------|
| (2) Previous Employer | | From: | To: |
| | | | |
| Address | City, State, Zip | | Phone Number |
| | | | |
| Title | Salary/Hourly Rate | Supervisor | |
| | | | |
| Description of Work | | | |
| | | | |
| Reason for Leaving/Wanting to Leave | | | |
| | | | |

| | | | |
|-------------------------------------|--------------------|------------|--------------|
| (3) Previous Employer | | From: | To: |
| | | | |
| Address | City, State, Zip | | Phone Number |
| | | | |
| Title | Salary/Hourly Rate | Supervisor | |
| | | | |
| Description of Work | | | |
| | | | |
| Reason for Leaving/Wanting to Leave | | | |
| | | | |

| |
|--|
| Please explain all periods of unemployment exceeding 90 days |
| |

EDUCATION:

Did you graduate from high school? __ Yes __ No

If no, what is the last grade completed? _____

Have you obtained a GED? __ Yes __ No

| Name and Address of School | Years Completed | Major Area of Study | Diploma or Degree |
|----------------------------|-----------------|---------------------|-------------------|
| | | | |
| | | | |
| | | | |
| | | | |

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

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

| (1) Name | | Telephone Number | |
|------------|------|------------------|-------------|
| | | | |
| Address | City | State | Zip |
| | | | |
| Occupation | | Relationship | Years Known |
| | | | |

| (2) Name | | Telephone Number | |
|------------|------|------------------|-------------|
| | | | |
| Address | City | State | Zip |
| | | | |
| Occupation | | Relationship | Years Known |
| | | | |

| (3) Name | | Telephone Number | |
|------------|------|------------------|-------------|
| | | | |
| Address | City | State | Zip |
| | | | |
| Occupation | | Relationship | Years Known |
| | | | |

Do you speak any foreign language? __ Yes __ No

If yes, what are they? _____

Do you have a Commercial Driver's License? __ Yes __ No

If yes, what class CDL do you have? _____

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)

MILITARY SERVICE OF THE UNITED STATES:

Have you ever served in the Military? __ Yes __ No

If yes, what Branch of Service? _____

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

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

Typing Speed:

Skills:

- | | | |
|---------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> Below 40wpm | <input type="checkbox"/> 10-Key by touch | <input type="checkbox"/> Excel |
| <input type="checkbox"/> 40-49 wpm | <input type="checkbox"/> Quattro Pro | <input type="checkbox"/> Word |
| <input type="checkbox"/> 50-59 wpm | <input type="checkbox"/> Word Perfect | <input type="checkbox"/> Power Point |
| <input type="checkbox"/> 60-69 wpm | <input type="checkbox"/> Fax | <input type="checkbox"/> Outlook |
| <input type="checkbox"/> Above 70 wpm | <input type="checkbox"/> Other _____ | |

LABOR/MAINTENANCE/SKILLED CRAFT/EQUIPMENT OPERATION

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

Skill Areas:

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Concrete finishing | <input type="checkbox"/> Setting grades | <input type="checkbox"/> Carpentry | <input type="checkbox"/> Heavy equipment Mechanic |
| <input type="checkbox"/> Welding | <input type="checkbox"/> Flagging | <input type="checkbox"/> Electrical | <input type="checkbox"/> Sign Maintenance |
| <input type="checkbox"/> Asphalt work | <input type="checkbox"/> Plumbing | <input type="checkbox"/> HVAC | <input type="checkbox"/> Grounds keeping/landscaping |
| <input type="checkbox"/> Surveying | <input type="checkbox"/> Painting | <input type="checkbox"/> Auto Mechanic | <input type="checkbox"/> Road maintenance/construction |
| <input type="checkbox"/> Other _____ | | | |

Equipment Operated:

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Water Truck | <input type="checkbox"/> Chip Spreader | <input type="checkbox"/> Backhoe | <input type="checkbox"/> Front End Loader |
| <input type="checkbox"/> Bulldozer | <input type="checkbox"/> Track hoe | <input type="checkbox"/> Tractor Trailer | <input type="checkbox"/> Tractor with mower |
| <input type="checkbox"/> Motor grader | <input type="checkbox"/> Dump truck | <input type="checkbox"/> Winch truck | <input type="checkbox"/> Hydraulic excavator |
| <input type="checkbox"/> Roller-packer | <input type="checkbox"/> Pneumatic roller | <input type="checkbox"/> Other _____ | |

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 Kaufman County concerning any qualifications for employment. I understand that a background investigation which may include a full criminal history, FBI records check and driver's license check will be conducted. I hereby release Kaufman County and all third parties supplying information to Kaufman 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 Official, or Department Head concerned, and that Kaufman County is an employment-at-will employer, which means that I may resign at any time and Kaufman 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 background investigation, driving record and drug screening. I understand that a positive result from the drug screen will eliminate me from consideration from any Kaufman County job for one year.

I understand that Kaufman County has an Employee Personnel Policy Manual, which describes additional obligations, terms and conditions of employment. If selected for employment with Kaufman County, I agree to promptly familiarize myself with the terms of such document and abide thereby. I understand and agree that all benefits, programs, rules and policies of Kaufman County are subject to exceptions or change at any time, as decided by Kaufman County.

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.

Signature _____ Date _____

It is the policy of Kaufman 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 972-932-0283, or mail your request to the address above.

Kaufman 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 Kaufman County.

Check the most appropriate blank:

- | | | |
|---------------------------------|---|--|
| <input type="checkbox"/> Male | <input type="checkbox"/> White | <input type="checkbox"/> American Indian |
| <input type="checkbox"/> Female | <input type="checkbox"/> African American | <input type="checkbox"/> Asian |
| | <input type="checkbox"/> Hispanic | <input type="checkbox"/> Other _____ |

What led you to apply with the County?

- | | |
|---|--|
| <input type="checkbox"/> Stopped by to check for available jobs | <input type="checkbox"/> Texas Work Force Commission |
| <input type="checkbox"/> Kaufman County Website | <input type="checkbox"/> Newspaper |
| <input type="checkbox"/> Referred by a County employee _____ | <input type="checkbox"/> Other _____ |