

CONCHO VALLEY CSCD/CCF
APPLICATION FOR EMPLOYMENT
An Equal Opportunity/Affirmative Action Employer

HUMAN RESOURCES OFFICE
3036 N. Bryant Blvd.
San Angelo, Texas 76903

PHONE 325/659-6544
FAX 325/658-6346
www.conchovalleycscd.org

If you need assistance in completing the employment application, please inquire at the Human Resources Office. The Concho Valley CSCD/CCF conducts pre-employment qualification testing and personal interviews in the application process. If you believe you will require reasonable accommodation (e.g., interpreter, TDD, scheduling adjustments) for pre-employment testing or a personal interview, you must notify the Human Resources Office at least 24 hours prior to the scheduled test or interview.

POSITION APPLIED _____ **DATE** _____

PERSONAL DATA

| | | |
|----------------------------------|--------------|--------------------|
| (Last Name) | (First Name) | (Initial) |
| (Street Address, RFD, or PO Box) | (City) | (State) (Zip Code) |

Phone Numbers: () _____ Social Security Number: _____
 () _____

When would you be available to start work? _____

(CHECK THE APPROPRIATE ANSWERS AND FILL-IN BLANKS THROUGHOUT THIS APPLICATION)

Check each type of work you will accept: Full-time Part-time Temporary

Check the shift(s) you will work: Day Shift Evening Shift Night Shift

List days of the week you will not work: _____

Have you filed an application here before? Yes No Date: _____

Have you ever been employed here before? Yes No Date: _____

Are you or your spouse related to any officer or employee of Concho Valley CSCD/CCF? Yes No

Do you have a High School Diploma or GED Certificate? Yes No

ADVANCED EDUCATION AND TRAINING

| Schools Attended and Location | Dates Attended From | To | Semester Hrs Completed | Grade Average | Major Field | Degree Received |
|-------------------------------|---------------------|----|------------------------|---------------|-------------|-----------------|
| | | | | | | |
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| | | | | | | |

EMPLOYMENT EXPERIENCE: List each position held. Start with your present or most recent assignment and work backward. If you need additional space, please continue on separate sheet(s) of paper. In the column at the right, describe your assignments. Attach additional sheets as necessary.

If currently employed, may we contact your supervisor? Yes No

| | | | |
|---------------------|------------------------|----------------|---|
| Employer Name: | Dates: | From: | To: |
| Address: | Summary of Job Duties: | | |
| Phone #: | | | |
| Job Title: | | | |
| Supervisor: | | | |
| Reason for Leaving: | Starting Salary: | Ending Salary: | <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time |
| Employer Name: | Dates: | From: | To: |
| Address: | Summary of Job Duties: | | |
| Phone #: | | | |
| Job Title: | | | |
| Supervisor: | | | |
| Reason for Leaving: | Starting Salary: | Ending Salary: | <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time |
| Employer Name: | Dates: | From: | To: |
| Address: | Summary of Job Duties: | | |
| Phone #: | | | |
| Job Title: | | | |
| Supervisor: | | | |
| Reason for Leaving: | Starting Salary: | Ending Salary: | <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time |
| Employer Name: | Dates: | From: | To: |
| Address: | Summary of Job Duties: | | |
| Phone #: | | | |
| Job Title: | | | |
| Supervisor: | | | |
| Reason for Leaving: | Starting Salary: | Ending Salary: | <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time |

SKILLS: Summarize any training, skills, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying:

ADDITIONAL INFORMATION: By law, you must be authorized to work in the United States in order to be employed by Concho Valley CSCD/CCF. If you are one of the following, please **check** here:

- A citizen or a national of the United States.
- An alien lawfully admitted for permanent residence.
- An Alien authorized by the Immigration and Naturalization Service to work indefinitely in the United States.

Have you ever been convicted of a felony or subjected to a deferred adjudication on a felony charge?

Yes No If yes, please explain below. (You may omit convictions for minor traffic violations unless the position for which you are applying requires the operation of a motor vehicle. Conviction will not result in your automatic disqualification for employment. The seriousness of the crime, the date of conviction, and the relevance of the crime to this position will be considered.)

If the position for which you are applying requires the operation of a motor vehicle, do you have a current Texas Driver's License? Yes No License No. _____

CDL Class _____ Endorsements _____ State _____

Do you speak a language other than English (if required for this position?) Yes No If yes, what other language(s) do you speak? _____

MILITARY SERVICE:

Describe any job-related training received in the United States military:

Have you ever been discharged from the United States Armed Forces under other than honorable conditions?
Yes No

REFERENCES: List three persons not related to you who are qualified to describe your capabilities for the position you seek.

| Name | Address | Phone | Occupation |
|------|---------|-------|------------|
| | | | |
| | | | |
| | | | |

NOTE TO APPLICANTS: A complete written description of the "essential" functions or activities involved in the job you are applying for is posted in the Human Resources Office and on our web page (see top of application). If you have been informed about the requirements and essential functions of the job you are applying for, answer the question below.

Are you capable of performing the "essential" functions or activities involved in the job for which you have applied? Yes No

APPLICANT'S STATEMENT

I certify that the statements and information contained herein are true, complete, and correct to the best of my knowledge, and I authorize any former employer to release to this employer or its authorized representative any and all employment records and other information it may have about my employment. I understand that the information will be used for the purpose of evaluating my application for employment and that I am responsible for providing legal documents verifying my identity and eligibility for employment. In addition, I understand that, if selected for an interview, true copies of all degrees, certificates, or licenses listed on this application will be required before an employment decision can be made. A photocopy of this authorization shall be as valid as the original.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time, and that intentional misrepresentation on my application or during the interview process will subject me to immediate discharge.

I also understand that only written representations and promises of this employer will be enforceable.

Date: _____ Signature of Applicant: _____

Acknowledgement by Applicant

If you are hired and your Concho Valley CSCD/CCF job requires you to operate a Department vehicle, you are hereby advised that you may be terminated if you become uninsurable by the Department insurance provider standards due to excessive traffic violations, irrespective of fault, during the course of employment.

Date: _____ Signature of Applicant: _____

APPLICANT EEO DATA FORM

The information requested is being collected for the purpose of reporting statistics to Federal and Equal Employment Opportunity Agencies and will not be considered as part of this application for employment. It will be separated from the application.

INSTRUCTIONS: Check the correct response in each of the categories below; when finished place this form inside the application.

CHECK THE APPROPRIATE ANSWERS

| | | |
|--|---|---|
| SEX <input type="checkbox"/> Male <input type="checkbox"/> Female | AGE <input type="checkbox"/> Under 40 <input type="checkbox"/> Over 40 | RACE <input type="checkbox"/> Black <input type="checkbox"/> Native American <input type="checkbox"/> Asian <input type="checkbox"/> Latino <input type="checkbox"/> White <input type="checkbox"/> Pacific Islander <input type="checkbox"/> Native Alaskan <input type="checkbox"/> Arab <input type="checkbox"/> Other |
| VETERAN <input type="checkbox"/> Yes <input type="checkbox"/> No | Do you have a disability? Yes <input type="checkbox"/> No <input type="checkbox"/> Disability is described as: physical or mental impairment which substantially limits a major life activity; previous record of such an impairment; or being regarded as having such an impairment. | |

How did you find out about this job?

| | |
|--|--|
| <input type="checkbox"/> Posting Board <input type="checkbox"/> Texas Workforce Commission <input type="checkbox"/> Friend <input type="checkbox"/> Newspaper | <input type="checkbox"/> Job Line <input type="checkbox"/> Radio/TV <input type="checkbox"/> Web Site/Internet <input type="checkbox"/> Other (specify) _____ |
|--|--|

POSITION APPLIED FOR: _____

DATE: _____