

Employment Application with the Ellis Appraisal District

(PLEASE PRINT CLEARLY AND CIRCLE YES/NO ANSWERS)

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

Position Applied For		Date of Application	
How Did You Learn About Us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Relative <input type="checkbox"/> Employment Agency <input type="checkbox"/> Walk-In <input type="checkbox"/> Friend <input type="checkbox"/> Other _____		Are you age 18 or older? Yes No If not, state your age: _____ Are you legally eligible to work in the United States? _____ <i>Proof of citizenship or immigration status will be required upon employment.</i>	
LastName		First Name	
		MiddleName	
Address		City	
		State	
		ZipCode	
Mobile Phone Number		Home Phone Number	
		Social Security Number	
EmailAddress			

Have you ever filed an application with us before? **Yes** **No**
 If Yes, give date(s): _____

Have you ever been employed with us before? **Yes** **No**
 If Yes, give date(s): _____

Are you currently employed? **Yes** **No**
 May we contact your present employer? **Yes** **No**

Are you currently on "lay-off" status and subject to recall? **Yes** **No**

On what date would you be available for work? _____

Are you available to work (Circle All That Apply): Full Time Part Time Shift Work Temporary

Can you travel if the job requires it? **Yes** **No**

Have you been convicted of a felony within the last 7 years? **Yes** **No**
Conviction will not necessarily disqualify an applicant from employment.

If yes, please explain: _____

Have you ever had any job-related training in the United States Military? **Yes** **No**

If yes, please describe: _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Education

	Elementary School	High School	Undergraduate College/University	Graduate /Professional
School Name and Location				
Years Completed	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Describe Course of Study				
Describe any specialized training, apprenticeship, skills and extra-curricular activities				
Describe any honors you have received				
State any additional information you feel may be helpful to us in considering your application				

Indicate any foreign languages you can speak, read and/or write			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

List professional, trade, business or civic activities and offices held. You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status:

References

Give name, address and telephone number of three references who are not related to you and are not previous employers.
1.
2.
3.

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

Employer	Dates of Employment		Work Performed
	From	To	
Address			
Telephone Nurnbers(s)	Starting Pay	Final Pay	
Job Title			
Reason for Leaving			

Employer	Dates of Employment		Work Performed
	From	To	
Address			
Telephone Nurnbers(s)	Starting Pay	Final Pay	
Job Title			
Reason for Leaving			

Employer	Dates of Employment		Work Performed
	From	To	
Address			
Telephone Nurnbers(s)	Starting Pay	Final Pay	
Job Title			
Reason for Leaving			

Employer	Dates of Employment		Work Performed
	From	To	
Address			
Telephone Nurnbers(s)	Starting Pay	Final Pay	
Job Title			
Reason for Leaving			

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Special Skills and Qualifications

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I authorize you to examine my background including prior work history. I waive any rights to sue any person who provides information to you regarding references or prior work history.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "atwill" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "atwill" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all laws, rules, policies and procedures of the employer.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

Remarks _____

Interviewer

Date

Employed Yes No

Date of Employment. ___/___/___ Job Title _____ Pay Rate _____

By _____
Name and Title Date

Notes:
