

COOKE COUNTY APPLICATION FOR EMPLOYMENT

100 South Dixon Street, Room 301, Gainesville, Texas 76240
Telephone Number (940) 668-5452 Fax Number (940) 668-5529

Cooke County is an Equal Opportunity Employer. Federal and State laws prohibit discrimination in employment practices because of race, color, religion, sex, age, national origin, or disability.

(PLEASE PRINT)

Position Applied For _____ Date _____

Referral Source: Advertisement () Walk-In () Friend() Relative() Newspaper()

Name _____
Last First Middle

Address _____
Street City State Zip Code

Phone Number with Area Code _____ Social Security Number _____

Driver's License Number and State _____ Type of License _____

EDUCATION

Do you have a high school diploma or a G.E.D. _____ Yes _____ No Name of High School _____

	Vocational/Technical	College/University	College/University
School Name			
School Address			
City/State/Zip Code			
Telephone Number			
Semester Hours Completed			
Major/Minor Concentration			
Names of Diploma/Degree			

SKILLS AND/OR EXPERIENCE

OFFICE SKILLS

Typing _____wpm
Shorthand _____wpm
10 Key By Touch _____

Word Processing Software (Please List)

Spreadsheet Software

Describe Specialized Training _____

List any Licenses or Certificates you hold.

Are you bilingual? _____Yes _____No
If yes, in what language(s)? _____

ROAD & BRIDGE POSITIONS ONLY

Front End Loader _____ Dozer _____
Diesel Mechanic _____ Roller _____
Grader _____ Dump Truck _____
Grade-all _____
Other Equipment _____

Do you have military experience? _____ Yes _____ No Branch _____ Type of Discharge _____

EMPLOYMENT INFORMATION

If the answer to any of the following questions is YES, list details in the remarks section. (Attach additional sheet, if necessary).

	YES	NO
Have you been convicted of a crime in the past ten (10) years, excluding misdemeanors and summary offenses, which has been annulled, expunged or sealed by Court?		
Have you EVER been convicted of a Felony? Please explain charges with dates below. (This does not automatically disqualify you.)		
Have you worked for Cooke County previously? When?		
Do you have relatives working for Cooke County? List		
Have you ever been bonded? When?		
Have you been involved in a motor vehicle accident in the past five (5) years? If yes, please explain below.		
Have you ever had any license, permit, or privilege to operate a motor vehicle denied, revoked, or suspended? If yes, please list offense and date.		
Have you ever been fired or asked to resign from a job within the last five (5) years? If yes, please explain below.		

REMARKS:

Please list your most recent job first, including military service assignments and volunteer experience or activities.

EMPLOYMENT EXPERIENCE

Job Title	Dates	Employed	Work Performed
	From M/D/Y	To M/D/Y	
Employer	Telephone Number		
Address	City	State	Hourly Rates/Salary
Zip			
Supervisor	Hours Worked Per Week		
Reason For Leaving			

Job Title	Dates	Employed	Work Performed
	From M/D/Y	To M/D/Y	
Employer	Telephone Number		
Address	City	State	Hourly Rates/Salary
Zip			
Supervisor	Hours Worked Per Week		
Reason For Leaving			

Job Title	Dates	Employed	Work Performed
	From M/D/Y	To M/D/Y	
Employer	Telephone Number		
Address	City	State	Hourly Rates/Salary
Zip			
Supervisor	Hours Worked Per Week		
Reason For Leaving			

Job Title	Dates From M/D/Y	Employed	Work Performed
		To M/D/Y	
Employer	Telephone Number		
Address Zip	City	State	Hourly Rates/Salary
			Starting
Supervisor	Hours Worked Per Week		
Reason For Leaving			

IF YOU NEED ADDITIONAL SPACE, PLEASE CONTINUE ON A SEPARATE SHEET OF PAPER. YOU MAY ALSO ATTACH A RESUME, BUT NOT IN PLACE OF THE APPLICATION.

REFERENCES

PLEASE LIST REFERENCES THAT HAVE DIRECT KNOWLEDGE OF YOUR KNOWLEDGE, SKILLS, AND ABILITIES.

NAME	How Acquainted:	PHONE NUMBER	YEARS KNOWN

STATEMENT OF CERTIFICATION

I understand that no employment contract either express or implied is created should I be hired by Cooke County. I understand that I will be required to pass a drug and/or alcohol test, as well as a physical prior to employment. I give my consent to Cooke County to conduct a background investigation including reference checks, criminal searches and verification of credentials.

I hereby certify that the foregoing statements are true and correct to the best of my knowledge and belief, and hereby grant Cooke County permission to verify such answers.

I understand that any false statement on this application may be considered as sufficient cause for rejection of this application, or dismissal if such false statement on this application is discovered subsequent to my employment.

All applicants accepted for employment with Cooke County must provide positive proof of identification and proof of eligibility to work in the United States within three days of employment.

I understand that if hired, Cooke County or I may terminate my employment at any time for any reason, with or without notice.

Signature

Date

APPLICANT DATA RECORD

The following information is requested in order that we may maintain proper records for reporting to the Federal Government.

This information will not remain with your application and will not be used in making a determination as to whether or not you are hired to work for Cooke County.

NAME: _____

DATE: _____

SEX: (Circle One) Male Female

DATE OF BIRTH: _____

RACE: (Circle One) WHITE HISPANIC/LATINO BLACK/AFRICAN AMERICAN ASIAN OTHER

NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER AMERICAN INDIAN/ALASKA NATIVE MULTIRACIAL
