HARRIS COUNTY, TEXAS

APPLICATION FOR EMPLOYMENT

Please return application to:
Human Resources & Risk Management
1310 Prairie, Suite 170
Houston, Texas 77002

Job Hotline (713) 755-5044
Office (713) 755-5250
TDD (713) 755-6870
Internet Address:
http://www.hctx.net/hrrm

Please read the following before completing application. Applicants are considered without regard to race, color, religion, sex, national origin, age or disability. All questions must be answered. You may include your resume, however, **RESUMES WILL NOT BE ACCEPTED AS A SUBSTITUTE FOR APPLICATIONS**. Please type or print clearly (black or blue ink).

First Name	Middle Name	Last Name	Other Names
Current Address (Number/Street/City/State/Zip Code)		How Long?	Primary Number
Previous Address (Number/Street/City/State/Zip Code)		How Long?	Alternate Number
E-mail Address:			
Are you between 18-20 years old? ☐ Are you at least 21 years old? ☐	Social Security Number:	Are you authorized to work in the United States? ☐ Yes ☐ No	
If you are an alien authorized by the Immigration and Naturalization Service to work in the United States, provide the following: Alien Number: _____ or Admission Number: _____ Expiration of employment authorization, if any: _____			

If applying for: Juvenile Probation, Domestic Relations, Facilities & Property Management, Pre-Trial Services, Pollution Control, Justice of the Peace, Sheriff's Office, Community Supervision & Corrections, Protective Services for Children and Adults, County Library Community Services, Children's Assessment Center, Fire Marshal, Purchasing, Informtion Technology, County Judge, Treasurer's Office, Budget Management, Toll Road, Precinct 1- 4, Public Defender's Office, Public Health, Engineering, Flood Control, or Institute Of Forensic Sciences, please provide your date of birth (required for background check): _____

Date you can start: _____

ANNOUNCEMENT NUMBER _____
AND JOB TITLE _____

REFERRED BY: _____

EDUCATION

	SCHOOL NAME	CITY / STATE	DIPLOMA/DEGREE
High School	**Circle last grade completed:** 1 2 3 4 5 6 7 8 9 10 11 12 GED		
College/ Technical School			
College/ Technical School			

Major: _____ Minor: _____ Graduate Studies: _____
Undergraduate Hours: _____ Graduate Hours: _____ ***Transcripts may be required.**

OFFICE USE ONLY

TEST 1 2

P / DNP Clerical Skills Test Date _____ WPM _____ Accuracy_____% Overall Avg. _____%

P / DNP Spanish Oral Written Date _____ P / DNP Reading Comprehension Date _____

GENERAL DATA

Answer items 1 through 6 by placing an "X" in the proper column.	**YES**	**NO**
1. Are you now working for or have you previously worked for Harris County? If yes, under what name?	☐	☐
2. Do you or does your spouse have any relatives presently working for or holding office in Harris County Government? If yes, please list the name(s), relationship and the department in which employed.	☐	☐
3. Are you aware of any reason which would keep you from being bonded? If yes, describe.	☐	☐
4. Are you licensed to operate a motor vehicle? ☐ **Driver's License** Number:_____ State: ____ Class: ____ Expiration: _____ ☐ **Identification** Endorsements: _____	☐	☐
5. Are you willing to work the hours assigned?	☐	☐
6. Have you ever been convicted of an offense? Please include driving while intoxicated or driving under the influence of drugs. (Exclude minor traffic violations.)	☐	☐

7. Other language(s) fluently Spoken:	Read:	Write:
8. Machine and equipment skills:	Typing–WPM:	PC software applications:

9. Special qualifications and skills: (Use this space to indicate any experience, skills, licenses, or certificates, etc., which in your opinion would qualify you for the position you seek.)

EMPLOYMENT HISTORY

Employer:			Supervisor and Title:	
Address: (Number/Street/City/State/Zip Code)			Job Title:	
From: (Month/Year)	To: (Month/Year)	Final Salary	No. of Persons Supervised	Full Time ☐
Reason for Leaving:			May we contact this employer? ☐ Yes ☐ No Phone Number:	Part Time ☐ Temporary ☐
Duties:				

Employer:				Supervisor and Title:	
Address: (Number/Street/City/State/Zip Code)				Job Title:	
From: (Month/Year)	To: (Month/Year)	Final Salary	No. of Persons Supervised		Full Time ☐
Reason for Leaving:				May we contact this employer? ☐ Yes ☐ No Phone Number:	Part Time ☐ Temporary ☐
Duties:					

Employer:				Supervisor and Title:	
Address: (Number/Street/City/State/Zip Code)				Job Title:	
From: (Month/Year)	To: (Month/Year)	Final Salary	No. of Persons Supervised		Full Time ☐
Reason for Leaving:				May we contact this employer? ☐ Yes ☐ No Phone Number:	Part Time ☐ Temporary ☐
Duties:					

Employer:				Supervisor and Title:	
Address: (Number/Street/City/State/Zip Code)				Job Title:	
From: (Month/Year)	To: (Month/Year)	Final Salary	No. of Persons Supervised		Full Time ☐
Reason for Leaving:				May we contact this employer? ☐ Yes ☐ No Phone Number:	Part Time ☐ Temporary ☐
Duties:					

Employer:				Supervisor and Title:	
Address: (Number/Street/City/State/Zip Code)				Job Title:	
From: (Month/Year)	To: (Month/Year)	Final Salary	No. of Persons Supervised		Full Time ☐
Reason for Leaving:				May we contact this employer? ☐ Yes ☐ No Phone Number:	Part Time ☐ Temporary ☐
Duties:					

* For additional Employment History, please use the "Supplemental Information Sheet" and attach to application.

REFERENCES

List three persons other than relatives who have definite knowledge of your qualifications.

Full Name	Home or Business Address (Number/Street/City/State/Zip Code)	Phone Number	Business or Occupation	Years Acquainted

By submitting and signing this application, I authorize and request any public or private business or other employee for whom I have worked or been employed, or with whom I have sought employment, to supply Harris County with any and all records pertaining to me that have been kept in the usual course of business, including but not limited to; drug and alcohol test results obtained within six months of the date of request for information by Harris County. The information obtained may be used by Harris County in making decisions with regard to my employment.

I authorize investigation of all statements contained in this application. I certify that there are no willful misrepresentations, omissions or falsifications in the foregoing statements and answers to questions. I am aware that should an investigation disclose any misrepresentation, omission or falsification, my application may be rejected, or if already employed, my employment may be terminated. References and previous employer will be contacted to confirm statements unless otherwise indicated. I also understand that if offered employment by Harris County, will be required to pass a drug test as a condition of employment.

APPLICATIONS WILL NOT BE CONSIDERED UNLESS SIGNED & DATED; AND ALL QUESTIONS ARE ANSWERED.

DATE: _____ **APPLICANT'S SIGNATURE:** _____