

APPLICATION FOR EMPLOYEMENT
Mason County, Texas – *An Equal Opportunity Employer*

Personal Data

Last Name First Name Middle Initial

Mailing Address

Address #2 (if applicable)

City State Zip Code

Phone Numbers: _____

Email Address: _____

Have you ever been employed by Mason County? Yes (Date: _____) No

Are you or your spouse related to any employee or Elected Official for Mason County?
 Yes (Name(s): _____) No

When would you be available to start working? _____

FOR OFFICE USE ONLY		
Position: _____		
	<u>Date</u>	<u>Initials</u>
Received	_____	_____
Reviewed	_____	_____
Hired	_____	_____

Education and Training

Names of Schools Attended and Location	Dates Attended		Major or Field	Degree Received
	From:	To:		
High School				
College/ University				
Trade School				
Other Training				

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Employment Experience

Please 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.

May inquiry be made of your present or most recent employer? _____ Yes _____ No

Employer:	From:	To:
	Dates	
Address:	Summary of Job Duties:	
Job Title:		
Supervisor and Phone Number:		
Reason for Leaving:		
Employer:	From:	To:
	Dates	
Address:	Summary of Job Duties:	
Job Title:		
Supervisor and Phone Number:		
Reason for Leaving:		
Employer:	From:	To:
	Dates	
Address:	Summary of Job Duties:	
Job Title:		
Supervisor and Phone Number:		
Reason for Leaving:		
Employer:	From:	To:
	Dates	
Address:	Summary of Job Duties:	
Job Title:		
Supervisor and Phone Number:		
Reason for Leaving:		

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Summarize any other skills, abilities, trainings, interests, career goals, etc that you would like to share:

Additional Information

By law, you must be authorized to work in the United States in order to be employed by Mason County, Texas. Are you legally able to work in the United States? Yes No

Have you ever been convicted of a felony or other crime? Yes No

* If yes, please explain on reverse side of page. (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 (License No: _____) No

Type of License: Operator Commercial

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References

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

Name	Email	Phone	Occupation

Authenticity

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 Mason County 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. A photocopy of this authorization shall be as valid as the original.

I, also, understand that only written representations and promises of Mason County will be enforceable.

Date: _____

Signature of Applicant: _____

Submission Instructions

Please submit this completed application to the Mason County/District Clerk's Office via:

- Email (co.dist.clerk@co.mason.tx.us)
- Postal Mail (PO Box 702, Mason, Texas, 76856)
- In Person (205 Westmoreland, Mason, Texas, 76856)