

# APPLICATION FOR EMPLOYMENT

Mason County, Texas – An Equal Opportunity Employer

## Personal Data

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Last Name	First Name	Middle Initial
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First Name

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## Middle Initial

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**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?

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## 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

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

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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, or have you plead guilty or no contest to, a felony offense?

\* 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

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## 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: \_\_\_\_\_

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## Submission Instructions

Please submit this completed application to the Mason County Treasurer's Office via:

- Email (ayla.reyes@co.mason.tx.us)
- Postal Mail (PO Box 475, Mason, Texas, 76856)
- In Person at 205 Westmoreland Street (Courthouse Annex), Mason, Texas, 76856