



GUADALUPE COUNTY JOB APPLICATION INSTRUCTIONS

Please read the following instructions before completing the application for employment.

- We appreciate your interest in the employment opportunities with Guadalupe County. Applications are only accepted for posted positions. You are more than welcome to apply for one or more positions; however, ***YOU MUST COMPLETE A SEPARATE APPLICATION FOR EACH POSITION YOU WISH TO APPLY FOR.*** Please indicate the exact position title on your application for the position you are applying for. Applications are valid for the duration of each announcement.
- Please complete application in neat, legible print using blue or black ink. In order for your application to be considered complete, you must answer all questions in this application. A resume and/or other documents will ***not*** be accepted in lieu of a complete application; however, you may submit additional documents with the application. Comments such as “See Resume” are not acceptable and may result in the application being considered incomplete.
- Any information you provide in this application, accompanying documents, and/or given verbally to Guadalupe County is subject to verification. Falsification, misrepresentation, or omissions of fact may be grounds for rejection of your application, or subsequent termination of employment if hired.
- Guadalupe County promotes a drug free environment and requires all applicants who receive a conditional offer of employment to successfully complete a drug screening test. A physical and/or mental examination may be required after conditional offer has been extended. Employment reference and criminal history check ***will*** be required. Agility testing and driving record may be required for certain positions.
- This application and any accompanying document(s) submitted for consideration of employment become property of Guadalupe County and will ***not*** be returned to the applicant.
- Applicants applying for any position at the Sheriff’s Office or Jail are required to complete the Sheriff’s Office packet that must be turned in with this application.
- Completed applications may be hand-delivered, mailed, or faxed to the prospective department as indicated in the job posting. Note: Positions posted with a closing date of “until filled” are subject to close at any time.
- If you have questions concerning this application or job posting(s), contact the Guadalupe County Human Resource Department at (830) 303-8862.



GUADALUPE COUNTY JOB APPLICATION FORM

AN EQUAL OPPORTUNITY EMPLOYER

It is Guadalupe County policy to comply fully with all federal, state and local equal opportunity laws. We provide equal employment and advancement opportunities for all persons regardless of race, creed, sex, national origin, age, religion, disability, marital status, sexual orientation or any other classification protected by law. Guadalupe County considers employment applicants solely on the basis of qualifications for the job.

PERSONAL DATA:

Position Applied for: _____

Name: _____
Last First Middle

Address: _____
Street City State Zip Code

Home Phone: _____ Cell Phone: _____

Social Security Number: _____

Check each type of work you will accept: Full Time Part Time

Minimum acceptable salary: \$_____ per _____

Are you eligible to work in the United States: Yes No

Have you ever been employed here before? Yes No Date: _____

Are you a relative of any Guadalupe County elected official or employee? Yes No

If yes, describe the relationship: _____

If offered employment, date you be able to begin? _____

Have you ever been convicted of, or plead guilty or no contest to a criminal offense other than a traffic offense? * Yes No If yes, provide date(s) and details:

***You may omit convictions for minor traffic violations, unless the position 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 the conviction and the relevance of the crime to the position you are applying will be considered.**

EDUCATION HISTORY

Type of School	Name of School	Location	Number of Years Completed	Major & Degree (If applicable)
High School				
College				
Business or Trade School				
Professional School				
Graduate School				

DRIVERS LICENSE INFORMATION

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 No

Type of License: Class C CDL License Number: _____

SKILLS AND QUALIFICATIONS

Summarize any training skills, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

PROFESSIONAL LICENSES/CERTIFICATIONS

If the position for which you are applying requires possession of a license or certification, please provide the information:

Type of License or Certification	Date Issued	Registration Number	State	Expires MO/YR

EMPLOYMENT HISTORY

Start with your present or most recent employer and work backward. If you need additional space, please continue on separate sheet(s).

May we contact your present employer? Yes No

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

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

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

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

REFERENCES

List three persons, not related to you, who are qualified to describe your capabilities for the position you are applying.

(1.) Name: _____ Phone: _____

Address: _____ Occupation: _____

(2.) Name: _____ Phone: _____

Address: _____ Occupation: _____

(3.) Name: _____ Phone: _____

Address: _____ Occupation: _____

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 Guadalupe County and 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 and that I am responsible for providing legal documents verifying my identity and eligibility for employment. In addition, I understand that, if selected for an interview, true copies of all degrees, certificates, or licenses listed on this application will be required before an employment decision can be made. A photocopy of this authorization shall be as valid as the original.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time, and that intentional misrepresentation on my application or during the interview process will subject me to immediate discharge.

I also understand that only written representations and promises of this employer will be enforceable.

By signing this application, I give permission/authorization to Guadalupe County to check for criminal conviction records.

Signature of Applicant: _____ Date: _____