

# APPLICATION FOR EMPLOYMENT

*We are an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including race, color, age, sex, religion, disability, or national origin.*

<b>APPLICANT INFORMATION</b>										<b>DATE:</b>					
Last Name						First				M.I.		Date of Birth			
Street Address								Apartment/Unit #							
City						State				ZIP					
Phone (s)						E-mail Address									
Date Available					Last four digits of SSN					Desired Salary		\$			
<b>POSITION APPLIED FOR</b>															
Are you a citizen of the United States?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?				YES <input type="checkbox"/>	NO <input type="checkbox"/>						
Have you ever worked for this company?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?											
Are you employed now?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, may we contact your employer?				YES <input type="checkbox"/>	NO <input type="checkbox"/>						
Type of Employment		Full-time <input type="checkbox"/>		Part-time <input type="checkbox"/>		Summer <input type="checkbox"/>		Temporary <input type="checkbox"/>							
Are you currently under indictment for a crime?		YES <input type="checkbox"/>		NO <input type="checkbox"/>											
Have you ever been arrested for a Felony, a Class A misdemeanor, Class C misdemeanor or have you ever been court martialled?		YES <input type="checkbox"/>		NO <input type="checkbox"/>											
Have you been convicted in any court of a misdemeanor crime of domestic violence?		YES <input type="checkbox"/>		NO <input type="checkbox"/>											
Are you an unlawful user of a controlled substance or addicted to an controlled substances?		YES <input type="checkbox"/>		NO <input type="checkbox"/>											
Have you ever been adjudicated as a mental defective or been committed to a mental institution?		YES <input type="checkbox"/>		NO <input type="checkbox"/>											
<b>EDUCATION AND OFFICE SKILLS</b>															
High School							Address								
From	To	Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>										
College or Trade School							Address								
From	To	Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree									
Years of Typing Experience		Words Per Minute		Other Office Equipment Used		Printer <input type="checkbox"/>		Copier <input type="checkbox"/>		Fax <input type="checkbox"/>		Scanner <input type="checkbox"/>		Calculator <input type="checkbox"/>	
Computer Software and Hardware Experience															
<b>EMPLOYMENT HISTORY</b>													<b>(LIST PRESENT OR MOST RECENT POSITIONS FIRST)</b>		
<b>Company</b>							Phone								
Address							Name and Position of Supervisor								
Job Title					Starting Salary		\$		Ending Salary		\$				
Responsibilities															
From	To	Reason for Leaving													
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>		NO <input type="checkbox"/>											

Date of Criminal History Check: \_\_\_\_\_

Verified by: \_\_\_\_\_

Kinney County Sheriff's Office

EMPLOYMENT HISTORY (CONTINUED)						
Company				Phone		
Address				Name and Position of Supervisor		
Job Title		Starting Salary	\$	Ending Salary		
Responsibilities						
From		To		Reason for Leaving		
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Company				Phone		
Address				Name and Position of Supervisor		
Job Title		Starting Salary	\$	Ending Salary	\$	
Responsibilities						
From		To		Reason for Leaving		
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Military Service						
Branch				From		
Rank at Discharge		Type of Discharge		Ending Salary	\$	
If other than honorable, explain						
Reason for Leaving						
Disclaimer and Signature						
<p><b>I certify that the facts contained in this application are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my interview may result in my immediate release.</b></p> <p>I understand that employment is conditional on a background check and criminal history check. I authorize Fort Clark Springs Association, Inc. to thoroughly investigate all statements contained in my application or resume. I authorize my former employers and references to disclose information regarding my former employment, character and general reputation. I release FCSA, any former employer, and all references from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.</p> <p>I understand and agree that nothing contained in this application or conveyed during any interview is intended to create an employment contract. I understand by filling out this form does not indicate there is a position open and does not obligate FCSA to hire. If hired my employment will be "at will" and I agree to abide by all FCSA rules, regulations, policies and procedures.</p>						
Signature				Date		
REFERENCES Please list three references.						
Name				Phone		
Relationship				How long have you known this person?		
Name				Phone		
Relationship				How long have you known this person?		
Name				Phone		
Relationship				How long have you known this person?		

