



Tarrant County Government Employment Application

CS-1 GPC-1111
Rev. 5/06

100 E. Weatherford ♦ Ft. Worth, TX 76196-0105 ♦ 817-884-1188 ♦ www.tarrantcounty.com

FILL OUT APPLICATION CLEARLY AND COMPLETELY. Do not alter application. In order to be considered for employment, an application must be submitted for each position. Applications are issued and accepted between 7am and 4:45pm in the Human Resources and Civil Service Administration Department. Applications and attachments, once submitted, become the property of Tarrant County and will not be returned.

Closing Date _____		<input type="checkbox"/> TCLEOSE Required		<input type="checkbox"/> Driver's License Required		<input type="checkbox"/> _____ W.P.M. Typing Required	
Position _____				Date of Application _____		Date Available _____	
Last Name _____		First _____ Middle _____		Home Telephone _____		Business Telephone _____	
Mailing Address _____		Street _____		City _____		State _____ Zip _____	
Birthday _____		Mo/Day _____		Driver's License Number _____		State _____ Class _____	
WORKING CONDITIONS							
If it were REQUIRED for the performance of the job, would you work:							
Overtime _____ Yes _____ No		Evenings _____ Yes _____ No		Nights _____ Yes _____ No		Rotating Shifts _____ Yes _____ No	
Weekends _____ Yes _____ No		Holidays _____ Yes _____ No					
EDUCATION, TRAINING, AND OTHER JOB-RELATED INFORMATION							
Do you have a High School Diploma or GED? _____ Yes _____ No				Are you at least 18 years of age? _____ Yes _____ No			
	Name	City	State	Hours Completed	Dates Attended From To	Type of Degree Earned	Major
College							
Trade School							
Other							
List Certificates, licenses, professional registrations or other credentials							
Check any skills you have: _____ Type _____ WPM _____ Ten Key By Touch _____ Personal Computer _____ Bilingual (language/s) _____ If Bilingual, would you be willing to translate if requested? <input type="checkbox"/> Yes <input type="checkbox"/> No				Have you ever taken a typing test with Tarrant County? _____ Yes/date _____ No Have you ever worked for Tarrant County before? _____ Yes/date _____ No			
IF THE ANSWER IS YES TO ANY OF THE QUESTIONS BELOW, DESCRIBE ALL INCIDENTS ON AN ADDITIONAL SHEET OF PAPER.							
Except for minor traffic violations, have you ever been convicted of a felony or a misdemeanor? _____ Yes _____ No				Have you ever been placed on probation? _____ Yes _____ No			
Has a court found evidence substantiating your guilt in a crime and deferred proceedings? _____ Yes _____ No							
PERSONAL REFERENCES							
Name two persons not related to you who have knowledge of your character, ability and experience in a work situation.							
Name	Address	City	State	Zip	Occupation		
RELATIVES EMPLOYED BY TARRANT COUNTY GOVERNMENT							
Name	Department				Relationship		
EMPLOYEES ONLY							
If you are currently an employee of Tarrant County and are applying for a position in another department, you must serve another probationary period (six months for all County departments) if you are selected for this position.							
HUMAN RESOURCES USE ONLY - DO NOT WRITE IN THIS SECTION							
Typing Test							
Date of test: _____				Test score: _____			

<p>APPLICANT NOTICE / Department of Human Resources and Civil Service Administration An Equal Opportunity Employer 100 E. Weatherford, Fort Worth, TX 76196-0105</p> <p>INSTRUCTIONS: Please fill in the left half of this form. Do not detach this form. Be sure to PRINT name and address. Fill out one applicant notice for each position applied for.</p> <p>Position applied for _____</p> <p>Name _____</p> <p>Address _____</p> <p>City, State & Zip Code _____</p>	<p>Thank you for considering Tarrant County as a potential employer.</p> <p>Date mailed out: _____</p> <p><input type="checkbox"/> Your application was received too late to be considered for this position.</p> <p><input type="checkbox"/> Your application has been received and reviewed, however, you were not selected for further consideration for this position.</p> <p><input type="checkbox"/> The position you applied for was not filled.</p> <p><input type="checkbox"/> In the selection process, another applicant was chosen for this position.</p> <p><input type="checkbox"/> Other _____</p>
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AN EQUAL OPPORTUNITY EMPLOYER

Application Information

1. The Work History must be completed in order for your application to be accepted and considered.
2. Please list most recent job first, including relevant volunteer experience.
3. Resumes may be attached to support, but not replace, the fully completed application.
4. No additional information will be accepted for consideration after the closing date.
5. If hired, proof of educational attainment will be required before hire date.
6. If hired, you must provide documents verifying your identity and authorization to work in the U.S. within 3 days from the date of hire.
7. All male applicants between the ages of 18 - 25 must show proof of registration and/or exemption from the Federal Selective Service System.

From (mo/yr)	To (mo/yr)	Job Title	
Type of Business	Hrs/worked weekly	Starting Salary	Final Salary
Reason for Leaving	Employer's Name		Phone #
No. of Employees Supervised Directly Indirectly	Complete Address		
Supervisor's Name & Title	City	State	Zip
Description of Duties			
From (mo/yr)	To (mo/yr)	Job Title	
Type of Business	Hrs/worked weekly	Starting Salary	Final Salary
Reason for Leaving	Employer's Name		Phone #
No. of Employees Supervised Directly Indirectly	Complete Address		
Supervisor's Name & Title	City	State	Zip
Description of Duties			
From (mo/yr)	To (mo/yr)	Job Title	
Type of Business	Hrs/worked weekly	Starting Salary	Final Salary
Reason for Leaving	Employer's Name		Phone #
No. of Employees Supervised Directly Indirectly	Complete Address		
Supervisor's Name & Title	City	State	Zip
Description of Duties			
Do you object to having any of the above employers contacted? ____ Yes ____ No		Former names under which your references and/or former employers would know you:	
If yes, please explain:			

STATEMENT OF CERTIFICATION

The answers I have given are true and complete to the best of my knowledge and belief. I further request that former employers and any persons who have information concerning me to furnish such information to County of Tarrant officials and agree to hold such persons harmless and release them from all liability and damage for furnishing such information. I UNDERSTAND THAT FAILURE TO ANSWER ALL QUESTIONS FULLY AND TRUTHFULLY MAY RESULT IN DISQUALIFICATION OF MY APPLICATION AND/OR TERMINATION OF MY EMPLOYMENT.

Signature _____

Date _____

EEO INFORMATION SURVEY

Federal regulations require that Tarrant County collect certain data specifically for our Equal Employment Opportunity reporting and planning. We are requesting your cooperation in completing this self-identification form.

THIS INFORMATION IS COLLECTED FROM APPLICANTS ON A VOLUNTARY BASIS AND IS KEPT IN A SEPARATE FILE IN THE DEPARTMENT OF HUMAN RESOURCES FOR FEDERAL REPORTING PURPOSES.

Position Applied For _____

Department _____ Date of Application _____

How did you learn about this position? Friends Family Newspaper Other _____

Sex: () Male () Female

Racial/Ethnic Classification: (Please designate one group only)

- () **White** (Not of Hispanic Origin):
Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- () **Black or African American** (Not of Hispanic Origin):
Persons having origins in any of the Black racial groups of Africa.
- () **Hispanic or Latino:**
Persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- () **Asian:**
Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent. This area includes, China, Japan, Korea, Vietnam, Cambodia, India, Pakistan, the Philippine Islands, Thailand and Laos.
- () **American Indian or Alaskan Native:**
Persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition. One-quarter Indian is the usual requirement for inclusion on a tribal roll.
- () **Native Hawaiian or Other Pacific Islander:**
Persons having origins in any of the original peoples of Hawaii or any other of several Pacific Islands, including Guam and Samoa.
- () **Two or More Races:**
Persons whose origins are from two or more of the races listed above.
- () **Other:**
Please specify _____

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- () **Person With A Disability*** () Yes () No
A person who has a physical or mental impairment which substantially limits one or more of such person's major life activities, has a record of such impairment, or is regarded as having such an impairment.
- () **Veteran With A Disability*** () Yes () No
A veteran entitled to disability compensation under laws administered by the Veterans Administration for a disability rated at 30% or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.
- () **Vietnam Era Veteran:** () Yes () No
A person who served on active duty for a period of more than 180 days, any part of which occurred during August 6, 1964 to May 7, 1975 and was discharged or released from that duty prior to December 31, 1991, with other than a dishonorable discharge.

*** As part of Tarrant County's compliance efforts regarding Section 503 of the 1973 Rehabilitation Act, applicants are given an opportunity to identify themselves with regard to disabilities.**

Requests for reasonable accommodation are carefully considered and decisions are made in compliance with all applicable laws and regulations.

Submission of the following information is voluntary, but it would help us in monitoring our compliance efforts. This information does not accompany your application. Failure to provide this information will not subject you to any adverse treatment. If you are called for an interview and need an accommodation or information, contact the Human Resources Department at 884-3587.

Name (Please Print) _____