



Tarrant County Government Employment Application

CS-1 GPC-1111
Rev. 4/04

100 E. Weatherford u Ft. Worth, TX 76196-0105 u 817-884-1188 u 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 _____ o TCLEOSE Required o Driver's License Required o _____ 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
Social Security Number			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) _____
___ Other _____

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:

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 _____