

**LIVE OAK COUNTY, TEXAS  
APPLICATION FOR EMPLOYMENT**

**Position Applied for:** \_\_\_\_\_

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**Referred By:**  
**Newspaper Ad** \_\_\_\_\_ **Internet** \_\_\_\_\_ **Internal Job Posting** \_\_\_\_\_ **County Employee** \_\_\_\_\_ **School** \_\_\_\_\_  
**Employment Agency** \_\_\_\_\_ **Walk-in** \_\_\_\_\_ **Other** \_\_\_\_\_

**PERSONAL INFORMATION** \_\_\_\_\_ **DATE** \_\_\_\_\_

**NAME:** \_\_\_\_\_  
LAST FIRST MIDDLE

**PRESENT ADDRESS** \_\_\_\_\_  
STREET CITY STATE ZIP

**PERMANENT ADDRESS** \_\_\_\_\_  
STREET CITY STATE ZIP

**PHONE NO.** \_\_\_\_\_ **ARE YOU 18 YEARS OR OLDER? YES** \_\_\_\_\_ **NO** \_\_\_\_\_

**DRIVER'S LICENSE NO.** \_\_\_\_\_ **COMMERCIAL DRIVER'S LICENSE? YES** \_\_\_\_\_ **NO** \_\_\_\_\_ **CLASS** \_\_\_\_\_  
NUMBER STATE

**ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS?**  
**YES** \_\_\_\_\_ **NO** \_\_\_\_\_

**EMPLOYMENT DESIRED**

Are you seeking: **Full-Time** \_\_\_\_\_ **Part-Time** \_\_\_\_\_ **Temporary** \_\_\_\_\_ **Date available for work?** \_\_\_\_\_

Are you willing to work: **Days** \_\_\_\_\_ **Evenings** \_\_\_\_\_ **Nights** \_\_\_\_\_ **Overtime** \_\_\_\_\_ **Weekends** \_\_\_\_\_ **Holidays** \_\_\_\_\_

Are you 18 years of age or older? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_ If hired, proof of age may be required.

Have you ever worked for Live Oak County? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_ If yes, list dates and department \_\_\_\_\_

If hired, can you provide verification of your legal right to work in the United States? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_

List all moving traffic violations paid within the last 3 years. \_\_\_\_\_

Except for minor traffic violations: 1. Have you ever been convicted of a felony or misdemeanor charge? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_  
2. Have you ever received deferred adjudication for a felony or misdemeanor charge? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_ 3. Have you ever been placed on probation? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_

If you answered Yes to any of the three preceding questions, describe all incidents on a separate sheet of paper indicating charge, date of conviction, location of court, and disposition.

Do you have any relatives working for Live Oak County? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_ If yes, list name(s), relationship, and department where they work: \_\_\_\_\_

**REFERENCES** GIVE THE NAMES OF THREE PERSONS, NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR

<b>NAME</b>	<b>ADDRESS</b>	<b>OCCUPATION</b>	<b>PHONE NUMBER</b>

**EDUCATION**

APPLICANTS MAY BE REQUIRED TO PROVIDE DOCUMENTATION OF THE FOLLOWING

Did you graduate from High School? Yes \_\_\_\_\_ No \_\_\_\_\_ If no, do you have a GED? Yes \_\_\_\_\_ No \_\_\_\_\_

	Name and Address of School	Course of Study	Years Completed	Did you Graduate?
High School				
College				
Graduate/Professional				
Other				

**Special Training/Skills/Qualifications**

List any job related training or operational skills you possess, such as office equipment and machines, types of computer software/hardware, road construction equipment, shop/maintenance equipment, etc. \_\_\_\_\_

List any professional, trade, business, or civic activities and any offices held if related to the job for which you are applying. \_\_\_\_\_

List any job related licenses, certifications, or registrations (excluding driver's licenses). Indicate issuing state and expiration date. \_\_\_\_\_

Typing: \_\_\_\_\_ WPM Ten Key: \_\_\_\_\_ By Touch \_\_\_\_\_ By Sight

Do you \_\_\_\_\_ read \_\_\_\_\_ write a language other than English. Which Language(s)? \_\_\_\_\_

**MILITARY SERVICE** Complete the following if you serve on active duty or in a reserve status. A copy of your DD-214 may be required if hired.

Branch \_\_\_\_\_ Date Enlisted \_\_\_\_\_ Date Discharged \_\_\_\_\_ Type of Discharge \_\_\_\_\_  
 Branch \_\_\_\_\_ Date Enlisted \_\_\_\_\_ Date Discharged \_\_\_\_\_ Type of Discharge \_\_\_\_\_

**EMPLOYMENT RECORD** START WITH YOUR PRESENT OR MOST RECENT JOB AND LIST ALL JOBS HELD. A SEPARATE SHEET IS ATTACHED IF MORE SPACE IS NEEDED. INCLUDE ANY JOB RELATED MILITARY SERVICE ASSIGNMENTS AND VOLUNTEER ACTIVITIES.

Dates Employed (MM/YY) From _____ to _____	Job Title: Beginning _____ Ending _____
Salary: Start \$ _____ Per _____ Final \$ _____ Per _____	Organization Name/Address:
May We Contact for Reference? _____ Yes _____ No	Supervisor's Name / Title/Phone:
Reason for Leaving:	
Duties	

Dates Employed (MM/YY) From _____ to _____	Job Title: Beginning _____ Ending _____
Salary: Start \$ _____ Per _____ Final \$ _____ Per _____	Organization Name/Address:
May We Contact for Reference? ____ Yes ____ No	Supervisor's Name / Title/Phone:
Reason for Leaving:	
Duties	

Dates Employed (MM/YY) From _____ to _____	Job Title: Beginning _____ Ending _____
Salary: Start \$ _____ Per _____ Final \$ _____ Per _____	Organization Name/Address:
May We Contact for Reference? ____ Yes ____ No	Supervisor's Name / Title/Phone:
Reason for Leaving:	
Duties	

Dates Employed (MM/YY) From _____ to _____	Job Title: Beginning _____ Ending _____
Salary: Start \$ _____ Per _____ Final \$ _____ Per _____	Organization Name/Address:
May We Contact for Reference? ____ Yes ____ No	Supervisor's Name / Title/Phone:
Reason for Leaving:	
Duties	

**APPLICANT'S STATEMENT:**

I certify that the foregoing statements, and those on any attachment(s) to this form, are true and complete to the best of my knowledge and are given by my own free will. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with Live Oak County is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. In the event of employment, I understand that false or misleading information given in my application may be basis for dismissal from employment.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**COUNTY VEHICLE DRIVER/OPERATOR APPLICANTS:**

I understand that, in order to drive or operate County owned vehicles, I must have and must maintain a driving record that is satisfactory to the County. I further understand that the County will conduct a pre-employment check of my driving record and, if hired, additional periodic record checks will be made on a random basis.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date