

TEXAS COUNTY

GUYMON, OK 73942 EMPLOYMENT APPLICATION

NOTICE TO ALL APPLICANTS: It is the policy of Texas County to provide equal opportunities for employment, retention, transfer and reassignment, advancement, and rehire of all persons regardless of age, race, color, creed, national origin, political affiliation, religion, physical/mental disability, or gender. Texas County is a drug-free workplace. Candidates offered employment are required to pass a drug and/or alcohol test before beginning employment. In addition, employees in certain positions are subject to random drug testing.

Date: _____

PERSONAL DATA: (Please Print)

Name: _____
(Last) (First) (Middle)

Permanent Address: _____
(Street) (City) (State) (Zip Code)

Telephone Number: _____

EMPLOYMENT PREFERENCE:

☐ Full-Time ☐ Part-Time ☐ Temporary

POSITION APPLYING FOR:

Courthouse: ☐ Administrative/Clerical ☐ Other (Be Specific) _____
District Barn: ☐ Equipment Operator ☐ Truck Driver ☐ Other (Be Specific) _____
Sheriff's Dept: ☐ Deputy ☐ Jailor ☐ Other (Be Specific) _____

GENERAL INFORMATION:

Have you ever been employed with Texas County? ☐ Yes ☐ No

If yes, give dates and position: _____

Are you currently employed or under contract: ☐ Yes ☐ No

On what date would you be available for employment? _____

Oklahoma has a nepotism law which prohibits hiring any person who is related by blood or marriage to the third degree. Do you have a relative who is currently employed by Texas County? ☐ Yes

☐ No

Please explain: _____

An I-9 is required of all employees to determine eligibility to work in the United States. In addition, if you are under 18 years of age, can you provide proof of your eligibility to work? ☐ Yes ☐ No
(Verification will be required and failure to furnish documentation will be cause for separation)

Do you have the ability to perform the job-related functions of the job applied for? ☐ Yes ☐ No
If the answer to the above question is no, please describe what reasonable accommodations would enable you to perform the job-related functions of the job applied for. _____

Do you hold a current and valid Oklahoma driver's license? ☐ Yes ☐ No
(If Yes, give type, expiration date and number)
Type: ☐ D ☐ C ☐ B ☐ A Endorsements: _____
License Number: _____ Expiration Date: _____

Have you been arrested or convicted of a felony/misdemeanor in the last 5 years? ☐ Yes ☐ No
If yes, please explain: (Note: this information does not in itself disqualify you from employment)

EDUCATION:

High School: _____
(Address) (Grade Completed)

College: _____
(Address) (Grade Completed)

Other: _____

EMPLOYMENT HISTORY:

Please list a complete record of your experience:

| | | |
|---------------------------|----------------------|-------------------|
| Name: _____ | From: _____ | To: _____ |
| Address: _____ | Beginning Pay: _____ | Ending Pay: _____ |
| Job Title: _____ | Duties: _____ | |
| Name of Supervisor: _____ | _____ | |
| May We Contact: _____ | _____ | |
| Reason for Leaving: _____ | _____ | |
| Telephone: _____ | _____ | |

| | | |
|---------------------------|----------------------|-------------------|
| Name: _____ | From: _____ | To: _____ |
| Address: _____ | Beginning Pay: _____ | Ending Pay: _____ |
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Name: _____ From: _____ To: _____
 Address: _____ Beginning Pay: _____ Ending Pay: _____
 Job Title: _____ Duties: _____
 Name of Supervisor: _____
 May We Contact: _____
 Reason for Leaving: _____
 Telephone: _____

CLERICAL APPLICANTS:

Clerical Skills/Computer Experience: _____

REFERENCES: (List three persons not related to you, whom you have known at least one year.)

| (Name) | (Address) | (Occupation) | (Yrs. Acquainted) | (Phone Number) |
|--------|-----------|--------------|-------------------|----------------|
| (Name) | (Address) | (Occupation) | (Yrs. Acquainted) | (Phone Number) |
| (Name) | (Address) | (Occupation) | (Yrs. Acquainted) | (Phone Number) |

NOTICE TO APPLICANT:

I understand that as this County deems necessary, I may be required to work overtime hours or hours outside a normally defined work day or work week. If employed, I understand and agree that such employment may be terminated at any time for any reason not prohibited by law and without any liability to me for any continuation of salary, wages, or employment related benefits (not required by law).

I understand that my application will remain active one (1) year from date of application and that I should notify the Personnel Office, in writing, if I wish to be considered beyond that period.

I certify to the best of my knowledge that facts set forth in my application are accurate and complete.

 Legal Signature of Applicant

 Date

 Print Name

Please Note: Completing of this application DOES NOT GUARANTEE AN INTERVIEW OR EMPLOYMENT with Texas County. Your application will be placed in an active file for one (1) year from the date completed. We will need to be notified of any changes on the application throughout the year.

RETURN COMPLETED APPLICATION TO:

**Texas County Clerk
PO Box 197
Guymon, OK 73942**

TEXAS COUNTY

AUTHORIZATION TO RELEASE INFORMATION FOR EMPLOYMENT THIS MUST BE ATTACHED TO YOUR COMPLETED APPLICATION

Applicant's Name: _____

Current Address: _____

To whom it may concern,

I am an applicant for employment with Texas County. This agency needs to thoroughly investigate my background and personal history to evaluate my qualifications to hold the position for which I applied. It is in the public's interest that all relevant information concerning my personal and employment history be disclosed to the above agency. Additional background information may be requested for specific positions.

I hereby request and authorize you to release to Texas County any and all information or records concerning my background and personal history, my employment, education, military service, or criminal history. The intent of this authorization is to give my consent for full and complete disclosure of any and all information or records, including photocopies, whether private, public, confidential, or privileged, and to include the contents of investigatory files, evaluations, ratings, complaints or grievances filed against me.

A photocopy or FAX copy of this release form will be valid as an original thereof, even though the said photocopy or FAX copy does not contain an original writing of my signature.

Failure to release the information requested may result in the discontinuance of the background investigation and the processing of my application.

For and in consideration of Texas County acceptance and processing of my application for employment, I agree to hold the Agency, its agents and employees harmless from any and all claims and liability associated with my application for employment or in any way connected with the decision whether or not to employ me. I understand that should information of a serious criminal nature surface as a result of this investigation, such information may be turned over to the proper authorities.

This authorization is valid for one (1) year from the date of my signature.

Signature: _____ Date: _____

Subscribed and sworn to Before me this _____ day of _____ 20 ____ .

Notary Public

My commission expires: _____

DRUG AND/OR ALCOHOL TESTING CONSENT FORM

In connection with my offer for employment with Texas County, I hereby agree as follows:

I have applied for employment with Texas County. As a condition of my employment being considered, I understand and agree to undergo drug and/or alcohol screening. I understand that I will be provided a copy of the drug and alcohol screening policy, and I further understand that if my test results are positive, I shall not be considered further by Texas County for employment.

I hereby authorize any physician, laboratory, hospital or medical professional retained by the County for screening purposes to conduct such screening and to provide the results to the County, and I release the County and any person affiliated with Texas County and any such institution or person conducting the screening, from liability thereof.

Texas County shall be entitled fully to rely on this Consent Form. I understand that I have no guarantee of employment and that the County may determine not to hire me for any lawful reason.

APPLICANT

TEXAS COUNTY

Signature

Employer Representative Signature

Printed Name

Printed Name/Title

Date

Date