



# BOSQUE COUNTY EMPLOYMENT APPLICATION

An Equal Opportunity Employer

(Please Print)

## PERSONAL INFORMATION:

Position Applied For: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Name: \_\_\_\_\_ SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street or Mailing Address City State Zip Code

Email Address: \_\_\_\_\_ Phone Numbers: (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
Home Cell

Are you employed now? \_\_\_ Yes \_\_\_ No May we contact your present employer \_\_\_ Yes \_\_\_ No

Are you authorized to work in this country? (Proof of citizenship or immigration status will be required upon employment) \_\_\_ Yes \_\_\_ No

Have you previously worked for Bosque County? Yes \_\_\_ No \_\_\_ If yes, dates \_\_\_\_\_ Department \_\_\_\_\_

Do you or your spouse have relatives employed by Bosque County? \_\_\_ If yes, give name and their position \_\_\_\_\_

What type of employment will you accept? Full-time: \_\_\_ Part-time: \_\_\_ Temporary: \_\_\_

Have you ever been convicted of a felony? \_\_\_ If yes, please provide dates(s) and details: \_\_\_\_\_

---

**PREVIOUS EMPLOYMENT:** Please list all employment for the past 10 years, beginning with your current position and working backward. You may attach a resume to include additional information.

Employer #1: \_\_\_\_\_ Address: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Last Rate of Pay: \_\_\_\_\_

Position: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_

Description of Work: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Who may we contact as a reference? \_\_\_\_\_  
Name Position Phone Number

Employer #2: \_\_\_\_\_ Address: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Last Rate of Pay: \_\_\_\_\_

Position: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_

Description of Work: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Who may we contact as a reference? \_\_\_\_\_

Name Position Phone Number

Employer #3: \_\_\_\_\_ Address: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Last Rate of Pay: \_\_\_\_\_

Position: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_

Description of Work: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Who may we contact as a reference? \_\_\_\_\_

Name Position Phone Number

**MILITARY SERVICE:**

Have you ever served in the Military: \_\_\_\_\_ If yes, what Branch of Service? \_\_\_\_\_

List any relevant job-related skills during military service. \_\_\_\_\_

---

**EDUCATION AND TRAINING:**

School	Name and Location of School	Years Completed	Hours Completed	Major Field	Degree Received
High School					
College					
Other (Specify)					

**SKILLS AND QUALIFICATIONS:** Please list any additional experience, training and skills which are relevant to the position you are applying for: \_\_\_\_\_

\_\_\_\_\_

**IMPORTANT**

**It is the responsibility of the applicant to read the following before signing:**

I certify that the answers given herein are true and complete. I understand that any falsification or willful omission made in my application, resume or interview(s) shall be sufficient cause for dismissal or refusal of employment, whenever discovered. I understand that the information provided in my application, resume and interviews may be investigated, and I hereby authorize each former employer, whether given as a reference or not, to answer any questions and furnish any information sought by Bosque County concerning any qualifications for employment. I hereby release Bosque County and all third parties supplying information to Bosque County from all liability, including liability caused by negligence arising from reference checks conducted by or on behalf of the employer about me. I also understand that this application is subject to the Open Records Act and may be released as a public document.

I understand that my employment is at the discretion of the Commissioners’ Court, Elected Official, or Department Head concerned, and that Bosque County is an employment-at-will employer, which means that I may resign at any time and Bosque County may terminate my employment at any time for any legal or no reason.

I understand that Bosque County has a Personnel Handbook Policy Manual, which describes additional obligations, terms and conditions of employment. If selected for employment with Bosque County, I agree to promptly familiarize myself with the terms of such document and abide thereby. I understand and agree that all benefits, programs, rules and policies of Bosque County are subject to exceptions or change at any time, as decided by Bosque County.

I certify that I have carefully read each provision of this application for employment and that I have been given an opportunity to ask questions concerning any provision, which I do not fully understand.

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

\_\_\_\_\_  
Date

It is the policy of Bosque County not to discriminate in employment on the basis of race, religion, color, age, national origin, sex, marital status, veteran status or disability. To request a reasonable accommodation or other assistance, contact the Human Resources Department at 254-435-6627, or mail your request to P.O. Box 647, Meridian, TX 76665