



# APPLICANT DATA RECORD

Revised September 2008

The following information is requested in order that we may maintain proper records for reporting to the Federal Government.

This information will not remain with your application and will not be used in making a determination as to whether or not you are hired to work for Denton County.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SEX: (Circle One)      Male                  Female                  DATE OF BIRTH: \_\_\_\_\_

RACE: (Circle One)      WHITE                  HISPANIC/LATINO                  BLACK /AFRICAN AMERICAN  
                                 NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER                  ASIAN  
                                 MULTIRACIAL                  AMERICAN INDIAN/ALASKA NATIVE                  OTHER

LIST JOB ANNOUNCEMENT NUMBERS FOR EACH POSITION YOU WISH TO APPLY FOR:

# \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_

## REFERRAL SOURCE

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

**How did you find out about employment opportunities with Denton County?**

***Please check the primary referral source:***

Careerbuilder.com: \_\_\_\_\_

Denton Record Chronicle: \_\_\_\_\_

Denton County.com: \_\_\_\_\_

Dallas Morning News: \_\_\_\_\_

Jobing.com: \_\_\_\_\_

Fort Worth Star Telegram: \_\_\_\_\_

Yahoo Hot Jobs: \_\_\_\_\_

Employment News: \_\_\_\_\_

Other Internet Source: \_\_\_\_\_

Lewisville Leader: \_\_\_\_\_

Job Fair: \_\_\_\_\_

Walk In: \_\_\_\_\_

Other Publication: \_\_\_\_\_

Job Line: \_\_\_\_\_

Friend: \_\_\_\_\_

Employment Agent: \_\_\_\_\_

Radio: \_\_\_\_\_

Relative: \_\_\_\_\_

Other Recruiting Source: \_\_\_\_\_

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# DENTON COUNTY APPLICATION FOR EMPLOYMENT

401 W. Hickory, Suite 516 Denton, TX 76201

Telephone Number (940) 349-3080 Fax Number (940) 349-3081 Job Line (940) 349-3090

Email: [HumanResources@DentonCounty.com](mailto:HumanResources@DentonCounty.com)

**Instructions:** All applications for employment must be made on this form. Applicants are urged to consider carefully and understand fully each question and having done so, to fill in ALL blanks accurately. Neatness is important. Please use blue or black ink only. Resumes will be accepted as a supplement to the application but not in place of it. Incomplete applications will not be processed.

Denton County is an Equal Opportunity Employer. Federal and State laws prohibit discrimination in employment practices because of race, color, religion, sex, age, national origin, or disability.

(PLEASE PRINT)

Date \_\_\_\_\_

Referral Source: Advertisement ( ) Walk-In ( ) Friend ( ) Relative ( ) Internet ( ) Other ( )

Name \_\_\_\_\_  
Last
First
Middle

Address \_\_\_\_\_  
Street
City
State
Zip Code

Personal Email Address \_\_\_\_\_

Phone Number with Area Code \_\_\_\_\_

Social Security Number \_\_\_\_\_

Driver's License Number and State \_\_\_\_\_

Type of License \_\_\_\_\_

## EDUCATION

Do you have a high school diploma or a G.E.D. \_\_\_\_\_ Yes \_\_\_\_\_ No Name of High School \_\_\_\_\_

	Vocational/Technical	College/University	College/University
School Name			
School Address			
City/State/Zip Code			
Telephone Number			
Semester Hours Completed			
Major/Minor Concentration			
Names of Diploma/Degree			

## SKILLS AND/OR EXPERIENCE

**OFFICE SKILLS**

Typing \_\_\_\_\_ wpm  
 Shorthand \_\_\_\_\_ wpm  
 Word Processor \_\_\_\_\_  
 10 Key By Touch \_\_\_\_\_  
 Word Processing Software (Please List) \_\_\_\_\_

Spreadsheet Software \_\_\_\_\_

Describe Specialized Training \_\_\_\_\_

Are you bilingual? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 If yes, in what language(s)? \_\_\_\_\_

**ROAD & BRIDGE POSITIONS ONLY**

Front End Loader \_\_\_\_\_ Dozer \_\_\_\_\_  
 Diesel Mechanic \_\_\_\_\_ Roller \_\_\_\_\_  
 Grader \_\_\_\_\_ Dump Truck \_\_\_\_\_  
 Grade-all \_\_\_\_\_  
 Other Equipment \_\_\_\_\_

List any Licenses or Certificates you hold. \_\_\_\_\_

Do you have military experience? \_\_\_\_\_ Yes \_\_\_\_\_ No Branch \_\_\_\_\_ Type of Discharge \_\_\_\_\_

## EMPLOYMENT INFORMATION

If the answer to any of the following questions is YES, list details in the remarks section. (Attach additional sheet, if necessary).	YES	NO
Have you ever been fired or asked to resign from a job within the last five (5) years? Explain		
<b>Are you currently an employee with Denton County? Which Dept.?</b>		
Have you worked for Denton County Previously? When?		
Do you have relatives working for Denton County? List		
Have you ever been bonded? When?		
Have you been convicted of a crime in the past ten (10) years, excluding misdemeanors and summary offenses, which has bchbeen annulled, expunged or sealed by Court?		

**Remarks:**

1. ONLY COMPLETED APPLICATIONS WILL BE PROCESSED.
2. Please list your most recent job first, including military service assignments and volunteer experience or activities.

## EMPLOYMENT EXPERIENCE

Job Title	Dates	Employed	Work Performed	
	From M/D/Y	To M/D/Y		
Employer	Telephone Number			
Address	City	State	Zip	Hourly Rates/Salary
Supervisor			Hours Worked Per Week	
Reason For Leaving				

Job Title	Dates	Employed	Work Performed	
	From M/D/Y	To M/D/Y		
Employer	Telephone Number			
Address	City	State	Zip	Hourly Rates/Salary
Supervisor			Hours Worked Per Week	
Reason For Leaving				

Job Title	Dates	Employed	Work Performed	
	From M/D/Y	To M/D/Y		
Employer	Telephone Number			
Address	City	State	Zip	Hourly Rates/Salary
Supervisor			Hours Worked Per Week	
Reason For Leaving				

Job Title	Dates	Employed	Work Performed	
	From M/D/Y	To M/D/Y		
Employer	Telephone Number			
Address	City	State	Zip	Hourly Rates/Salary
Supervisor			Hours Worked Per Week	
Reason For Leaving				

IF YOU NEED ADDITIONAL SPACE, PLEASE CONTINUE ON A SEPARATE SHEET OF PAPER.

Do you object to having any of the above employers contacted? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, explain below.

Former names under which your references and/or former employers would know you:

<b>PERSONNEL USE ONLY</b> <b>DO NOT WRITE IN THIS SECTION</b>	
Tests(s)	Scores(s)

## REFERENCES

NAME	ADDRESS (Include City, State & Zip Code)	PHONE NUMBER	YEARS KNOWN

## STATEMENT OF CERTIFICATION

I understand that no employment contract either express or implied is created should I be hired by Denton County. I understand that I will be required to pass a drug and/or alcohol test prior to employment. I also understand that if I am a new employee, I will be required to complete a six (6) month probationary period. I give my consent to Denton County to conduct a background investigation including reference checks, criminal searches and verification of credentials.

I hereby certify that the foregoing statements are true and correct to the best of my knowledge and belief, and hereby grant Denton County permission to verify such answers.

I understand that any false statement on this application may be considered as sufficient cause for rejection of this application, or dismissal if such false statement on this application is discovered subsequent to my employment.

Effective immediately, prior to being hired, all applicants accepted for employment with Denton County will provide positive proof of identification and proof of eligibility to work in the United States.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date