

**APPLICATION FOR EMPLOYMENT**  
**Montague County, Texas**

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Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-related medical condition or handicap.

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*PLEASE TYPE OR PRINT* Date of application \_\_\_\_\_

Position applied for: \_\_\_\_\_

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

Address \_\_\_\_\_  
PO Box or Number and Street City State Zip Code

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Are you employed \_\_\_\_Yes \_\_\_\_No May we contact your present employer? \_\_\_\_\_

Do you have a current Commercial Driver's License: \_\_\_\_Yes \_\_\_\_No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?  
(Proof of citizenship or immigration status will be required if employed.) \_\_\_\_Yes \_\_\_\_No

On what date would you be available to work? \_\_\_\_\_

Are you available to work: \_\_\_\_Full Time? \_\_\_\_Part Time? \_\_\_\_Shift Work? \_\_\_\_Temporary?

Are you currently on "lay-off" status and subject to recall? \_\_\_\_Yes \_\_\_\_No

Have you been convicted of a felony? \_\_\_\_No \_\_\_\_Yes  
(Conviction will not necessarily disqualify applicant from employment.)

If yes, please explain \_\_\_\_\_

Veteran of U.S. Military Service? \_\_\_\_Yes \_\_\_\_No If Yes, Branch: \_\_\_\_\_

List professional, trade, business or civic activities and offices held. (You may exclude those which indicate race, color, religion, sex, age, national origin, or handicap.):

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Give name, address and telephone number of three references that are not related to you and are not previous employers.

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**Education**

	Elementary	High School	College/ University	Graduate/ Professional
School Name				
Years completed				
(Circle one)	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4

Diploma/Degree: \_\_\_\_\_

Describe Course of Study: \_\_\_\_\_

Describe specialized training, skills, and extracurricular activities:

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Honors received: \_\_\_\_\_

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Please state any additional information you feel may be helpful to us in considering your application

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## EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignment and volunteer activities. (May include organization names which indicate race, sex, religion, national origin or handicap.)

Employer	Telephone	Dates-From/To	Wage/Responsibilities

**(If you need additional space, please continue on a separate sheet of paper.)**

Summarize your special skills and qualifications acquired from employment or other experience.

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**PLEASE READ CAREFULLY**

The following policy statements apply to an applicant IF HIRED.

1. Any offer of employment by Montague County is contingent upon consent by the applicant to the administration of, and on results of, pre-employment drug screening by means of urinalysis or other recognized drug/alcohol test procedure.
2. Overtime, shift work, or a rotating work schedule other than Monday through Friday may be required. Overtime must be approved prior to being worked by the department head. Compensatory time-and-a-half will be given in lieu of overtime pay.
3. Employment with Montague County is for no definite period of time. Montague County may change wages, benefits and conditions at any time.
4. Montague County may terminate employment at any time without liability for wages or salary except such as may have been earned at the date of termination. If requested by the management at any time, employee must submit to a search of person, desk, locker, etc., assigned to him/her, and must waive all claims for damages on account of such examination.
5. This application for employment is not intended to be a contract of employment and no employment contract is being offered.

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**APPLICANT'S CERTIFICATION AND AGREEMENT**

I have read, understand, and agree to the above statements, if hired.

I certify that answers given herein are true and correct to the best of my knowledge and understand that any material misrepresentation or deliberate omission of a fact in my application may be justification for refusal to hire, or, if hired, termination from employment. I authorize investigation of all statements contained in this application and other included documents as may be necessary in arriving at an employment decision. I hereby release from liability any person (s) / organization (s) giving such information.

Date\_\_\_\_\_

Signature\_\_\_\_\_

Printed Name\_\_\_\_\_

**PRE-EMPLOYMENT ALCOHOL/DRUG TEST  
AND  
REFERENCE CHECK**

I understand that as required by MONTAGUE COUNTY Commissioners Court, all employee applicants must be tested for controlled substances as a precondition for employment.

I consent to the urine sample collection and testing for controlled substances.

I understand that a positive test result for controlled substances will render me disqualified for employment.

The Medical Review Officer will maintain the results of my test. Negative and positive results will be reported to MONTAGUE COUNTY. If the results are positive, the controlled substance will be identified. The results will not be released to any other parties without my written authorization.

I also understand that MONTAGUE COUNTY may also contact my employment references and check my criminal history and driver's license records. I consent to such background checks, and the release to MONTAGUE COUNTY any information obtained from those sources.

**I UNDERSTAND THE ABOVE CONDITIONS AND HEREBY AGREE TO COMPLY WITH THEM.**

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Applicant's Name – Print

Date

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Applicant's Signature

Date