Wise County Appraisal District APPLICATION FOR EMPLOYMENT

Date	received	
Time	received	
Rece	ived by	

PRINT IN BLACK INK OR TYPE. These instructions must be followed exactly. Fill out application form completely. If questions are not applicable, enter "NA." **Do not leave questions blank**. Be sure to sign when completed. The Wise County Appraisal District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. You may make copies of this application and enter different position titles, but **each copy must be signed**. **Resumes will not be accepted in lieu of applications,** unless specifically stated in the job vacancy notice. This application becomes public record and is subject to disclosure.

With few exceptions, you have the right to request and be informed about information that the Wise County Appraisal District collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the Wise County Appraisal District to correct any information that is determined to be incorrect. (Reference: Government Code, Sections 552.021, 552.023 and 559.004.)

that is determined to be incorrect. (Re	eference: Govern	nment Co	de, Se	ctions	552.021, 552.023	3 and 559.004.)			
NAME	Daytime	Daytime phone #							
MAILING ADDRESS							2 nd Pho	ne #	
E-MAIL ADDRESS							_		
List any other names used if different	t from name on t	his applic	ation.						
List exact title of position or type apply:	of work and lo	ocation fo	or whi	ch you	u wish to	Job Posting I	Number	Closing Date	
Do you have any relatives working County Appraisal District?	ng for the Wis		so, list lations		es and		I		
Full-Time Part-Time Summer Are you willing to work hours other th	an 8-5? Yes	:T L			for work?	ork?		7 years of age? \	
Are you willing to travel? Yes \(\sigma\) N Current Driver's License # (if required Geographic preference. (Be specific	' '	o prefere	nce, wr	rite "no		ate)(Number)	you have valle		
Have you ever been convicted of a explain in concise detail on a separ conviction may not disqualify you, b transcripts, licenses, certifications, ar	ate page, givinç ut a false state	ı dates aı ment will.	nd natu	ure of t	the offense, nam	e and location	of the court, a	nd disposition of	the case(s). A
High School Graduate or GED? Yes	□ No □ If y	es, name	and lo	ocation	of high school or	GED institute:_			
Type of Name and Lo School of Scho		Dates A From Mo. Yr.	Attende	ed To Yr.	Date Graduated	Expected Graduation Date	Sem/Clock Hours Completed	Type of Diploma or Degree	Major/Minor Fields of Study

Туре			ates A	Attende	ed	Date	Expected	Sem/Clock	Type	Major/Minor
of	Name and Location	Fre	om	1	Го	Graduated	Graduation	Hours	of Diploma	Fields
School	of School	Mo.	Yr.	Mo.	Yr.		Date	Completed	or Degree	of Study
Undergraduate										
Colleges or Universities										
Graduate										
Schools										
Technical or										
Vocational Schools										

Job Applicant No

AN EQUAL OPPORTUNITY EMPLOYER If a license, certificate, or other authorization is required or related to the position for which you are applying, complete the following: LICENSE/CERTIFICATION Issued by/Location of issuing authority Date Date (P.E., R.N., Attorney, C.P.A., etc.) (authority) (City & State) issued expires License No. Special Training/Skills/Qualifications: List all job related training or skills you possess and machines or office equipment you can use, such as calculators, printing or graphics equipment, computer equipment, types of software and hardware. (Attach additional page, if necessary.) Approximately how many words per minute do you type? Sign Language (If required for this position) Yes ☐ No ☐ Are you a certified interpreter? Yes ☐ No ☐ Do you speak a language other than English? (If required for this position) Yes [f] No [yes, what language(s) do you speak? How fluently? Fair ☐ Good ☐ Excellent ☐ Do you write in a language other than English? (If required for this position) Yes If No ... yes, which language(s) Have you ever been employed by the Wise County Appraisal District? Yes ☐ No ☐ If you have been previously employed by the Wise County Appraisal District, explain. FORMER FOSTER YOUTH (Verification may be required.) Were you a foster youth under the Texas Department of Family and Protective Services on the day before your 18th birthday? Yes No \square If yes, are you currently 25 years of age or younger? Yes ☐ No ☐ MILITARY SERVICE (A copy of a report of separation from the Armed Services may be required.) Are you a veteran? Yes

No

If yes, list type of discharge Dates of Service (From/To): Are you a surviving spouse of a veteran who has not remarried? Yes

No Are you a surviving orphan of a veteran? Yes ☐ No ☐ If yes, complete dates of service for veteran PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY SIGNING IN THE SPACE PROVIDED 1. I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information may be grounds for refusal to hire or, if hired, termination. I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the U.S. 3. I understand that some Wise County Appraisal Districtagencies will check with the Texas Department of Public Safety, the Federal Bureau of Investigation or other organizations, for any criminal history in accordance with applicable statutes. I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from any damages which may result from furnishing such information to you. THIS APPLICATION MUST BE SIGNED

Signature - Applicant

Date

SIGN HERE:

EMPLOYMENT HISTORY

This information will be the official record of your employment history and must accurately reflect all significant duties performed. Summaries of experience should clearly describe your qualifications.

- 1. <u>Include ALL employment. Begin with your current or last position and work back to your first.</u> Employment history should include **each position** held, even those with the same employer.
- 2. EMPLOYER ADDRESSES MUST BE COMPLETE MAILING ADDRESSES, INCLUDING ZIP CODE.
- 3. Answer all questions and completely summarize your experience including technical and managerial responsibilities and any special training, skills and qualifications for each position you have held.

If you need additional space to adequately describe your employment history, you may use this employment history sheet or attach a typed employment history providing the same information in the same format as this application form.

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			Last			,	First	ı	Middle	
Emplo Mailin City 8	g Ado State/2	lress IP:	: none No.:	()	_				Immediate Supervisor Name: Title: Supervisor's Telephone No.:	Full-Time
Sta	rting Da	te	Leav	ving Dat	te	Current/	Technical			Give average # of hours worked per
Mo.	Day		Mo.	Day	Yr.	Final Salary	Non-Managerial		If supervisory, number of employees you	week if part-time:
						\$	Supervisory/Managerial		supervised: the performance of this job:	
Spec	ific reas	son f	or leavin	g:						
Positi	on Title	. .							Immediate Supervisor Name:	Full-Time
Emple	oyer:								Inimodiate Supervisor Hame.	Part-Time
	g Add								Title:	Summer Temp/Project
	State/Z		none No.:	()					Supervisor's Telephone No.:	Temp/Project
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Mo.	rting Da Day			ving Dat Day	Yr. F	Current/ inal Salary	Technical Non-managerial	H	If supervisory, number of employees you	of hours worked per week if part-time:
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					specia	il training/skills	/qualifications you nave	used in	the performance of this job:	
Spec	ific rea	son	for leavir	ıg:						

Specific reason for leaving:
Employer's Telephone No.: () Starting Date
Starting Date Leaving Date Current/ Technical
Mo. Day Yr. Mo. Day Yr. Blad Salary Non-managerial Supervisory/Managerial Su
Summary of experience including special training/skills/qualifications you have used in the performance of this job: Summary of experience including special training/skills/qualifications you have used in the performance of this job: Summary of experience including special training/skills/qualifications you have used in the performance of this job: Immediate Supervisor Name:
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\$ Supervisory/Managerial Supervised:
Specific reason for leaving:

APPLICANT EEO DATA FORM

For Wise County Appraisal District Use Only:
Applicant Number:

The information requested is optional and is being collected for the purpose of reporting to Federal and Equal Employment Opportunity Agencies and will not be considered as part of the application for employment. It will be separated from the application.

1. Job Posting Nu	umber	2. Last Name (Type or Print)		First	Middle					
3. Address		City	State	ZIP Code	4. Daytime F	Phone	5. Work Phone			
6. Sex M-Male F- Female	7. Birth Date	8. Ethnic Origin W-White B-Blace	ck 🗆 H -Hi		sian/Pac. Islander	Am. Ind/ I-Alaskar	n 🗆 0 -Other			
9. Veteran Yes No		10. Surviving Spouse of V who has not remarried ☐ Yes ☐ No	eteran	11. Orphan of Yes	f Veteran	12. Former Texas Foster Youth 25 yrs of age or younger Yes No				
13. How did you f	first find out abo	ut this job?								
□ District E □ 02 - Job □ 03 - Pro □ 04 - Rec	O1 - Other Wise County Appraisa 06 - Newspaper District Employee O2 - Job Fair O3 - Professional Publication O4 - Recruitment Poster O5 - Television O1 - Other Wise County Appraisa 06 - Newspaper Name of Newspaper District Employee O7 - College/University Career Day O8 - Human Resource/Personnel Office O9 - Radio O5 - Television O1 - Other Wise County Appraisa 06 - Newspaper Name of Newspaper D1 - Other (specify): O1 - Other (specify): O2 - Other (specify): O3 - Professional Publication O5 - Television O6 - Newspaper O7 - College/University Career Day O6 - Newspaper O7 - College/University Career Day									
Signature - Applicant Date										
White (Not of Hi	ispanic origin)	- All persons having origin	s in any of	the original pe	oples of Euro	ppe, North	n Africa, or the Middle			
Black (Not of His	spanic origin) -	All persons having origins	in any of the	e Black racial (groups of Afric	a.				
Hispanic - All peof race.	ersons of Mexica	an, Puerto Rican, Cuban, (Central or S	South America	n, or other Sp	anish cu	lture or origin, regardless			
Asian or Pacific Islander - All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.										
American Indian or Alaskan Native - All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.										
AN EQUAL OPPORTUNITY EMPLOYER										