# PARKER COUNTY APPRAISAL DISTRICT

## EMPLOYMENT APPLICATION

**DATE OF APPLICATION: _____ JOB TITLE/POSITION: _____**

**HOW DID YOU HEAR ABOUT THE JOB OPENING? _____**

| 1. PERSONAL INFORMATION | | |
|---|---|---|
| LAST NAME: | FIRST NAME: | M.I. |
| PRIMARY PHONE: | SECONDARY PHONE: | |
| EMAIL ADDRESS: | | |
| MAILING ADDRESS: | | |
| CITY: | STATE: | ZIP CODE: |
| PRIMARY RESIDENCE ADDRESS: | | |
| CITY: | STATE: | ZIP CODE: |
| ARE YOU ABLE TO WORK OVERTIME? | ARE YOU 18 YEARS OF AGE OR OLDER? | |
| ARE YOU LEGALLY ELIGIBLE TO WORK IN THE UNITED STATES OF AMERICA? | | |
| ARE YOU RELATED TO ANY PCAD EMPLOYEES, ARB MEMBERS, OR MEMBERS OF THE BOARD OF DIRECTORS? | | |
| HAVE YOU EVER BEEN CONVICTED OF A CRIME OR A FELONY? | | |
| HAVE YOU EVER BEEN INVOLUNTARILY TERMINATED FROM EMPLOYMENT? | | |

| 2. EDUCATION AND TRAINING | | | |
|---|---|---|---|
| HIGH SCHOOL, COLLEGE, UNIVERSITIES, TRADE OR BUSINESS SCHOOL | CITY/STATE | MAJOR/MINOR | TYPE OF DIPLOMA/DEGREE OR DESIGNATION |
| | | | |

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| 3. EMPLOYMENT HISTORY AND REFERENCES | | |
|---|---|---|
| **EMPLOYMENT HISTORY** | | |
| MOST RECENT/CURRENT EMPLOYER | JOB TITLE/POSITION | YEARS (FROM-TO) |
| | | |
| NAME OF SUPERVISOR | PHONE NUMBER | SALARY |
| | | |
| SUMMARY OF DUTIES | | REASON FOR LEAVING |
| | | |
| PREVIOUS EMPLOYER | JOB TITLE/POSITION | YEARS (FROM-TO) |
| | | |
| NAME OF SUPERVISOR | PHONE NUMBER | SALARY |
| | | |
| SUMMARY OF DUTIES | | REASON FOR LEAVING |
| | | |
| PREVIOUS EMPLOYER | JOB TITLE/POSITION | YEARS (FROM-TO) |
| | | |
| NAME OF SUPERVISOR | PHONE NUMBER | SALARY |
| | | |
| SUMMARY OF DUTIES | | REASON FOR LEAVING |
| | | |
| **REFERENCES** | | |
| FULL NAME | PHONE NUMBER | RELATIONSHIP |
| 1) | | |
| 2) | | |
| 3) | | |

## PRE-EMPLOYMENT SCREENING POLICY

The Parker County Appraisal District (PCAD) may conduct job-related screening before hiring an applicant. Any job offer depends on the applicant completing all required screening.

Depending on the duties of the position, screening may include:

- A criminal history check;
- A driving record check for a position that requires driving; and
- Financial or other screening for a position involving cash handling, financial decisions, or access to sensitive information.

A criminal conviction does not automatically disqualify an applicant. PCAD will consider the seriousness of the conduct, how much time has passed, the duties of the position, evidence of rehabilitation, and other relevant facts. An arrest alone will not normally be treated as proof of misconduct.

PCAD will follow the Fair Credit Reporting Act and all other applicable laws. Applicants will receive any required notices and authorization forms separately. All screening information will be kept confidential and handled securely.

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## 4. AUTHORIZATION, ACKNOWLEDGMENT, AND CONSENT

**Applicant's Initials**

_____ I have received a copy of the PCAD Pre-Employment Screening Policy and understand that this policy applies to me. I further acknowledge that this policy is a term and condition of employment. I understand that if I do not wish to be subject to the policy, I may decline the offer of employment. I also understand that PCAD may withdraw the offer of employment if any disqualifying information is found within my background results.

_____ I understand that a criminal history check will be required prior to employment to determine if I have any criminal convictions and therefore, I consent to a criminal history check.

_____ I understand that if employed, I agree to engage in no outside activities which would involve a material conflict of interest with, or which could reflect adversely on the PCAD. If employed, I agree to hold in strictest confidence any information concerning the PCAD, it's representatives, agents, taxpayers or customers which may come to my knowledge.

_____ I hereby declare that I have accounted for all of my work experiences and training and to the best of my knowledge all of the information I have provided on this application is true, complete and accurate. I understand that any misstatement, false information or omission of information on this and other employment information and forms will be sufficient reason not to consider me for employment or terminate me immediately if the same is discovered during employment with the PCAD.

_____ I understand that as a part of the procedure for processing this application, the PCAD may verify the information that I have provided. I authorize the PCAD or its representatives to verify the statements I have made, contact my current and past employers for information regarding my work skills, work habits, abilities, and personal character; and check the references listed. I therefore, hereby authorize and release the PCAD from any and all liability in connection with the above screening and inquiries.

_____ I hereby authorize and request each employer and person, firm or corporation given as a reference to answer all questions that may be asked and give all information that may be sought concerning me or my work habits, character, attendance performance, skills or my action in any transaction. I therefore release all parties and person connected with the release of information from any and all liability for furnishing such information.

_____ I affirm, the information contained in this application and all attachments, if any, is true and accurate. I understand that omitting or misrepresenting information could result in failure to consider this application. I also understand it is a criminal violation to make a false statement on this application. I further affirm that, to the best of my knowledge and belief, I am not disqualified by law from accepting employment with the PCAD.

**I, _____ have carefully read the entire application and I fully understand that by signing my name that I am agreeing to the terms of this application including all acknowledgements and all consents.**

_____

FULL NAME OF APPLICANT (PRINT)

_____ _____

APPLICANT'S SIGNATURE DATE

**SUBMIT COMPLETED APPLICATIONS BY EMAIL TO: THANSON@PARKERCAD.ORG**

*The Parker County Appraisal District (PCAD) is an equal opportunity employer. PCAD does not discriminate or retaliate based on any status or activity protected by law. Employment decisions are based on qualifications, merit, performance, and PCAD's business needs. PCAD will provide reasonable accommodations to qualified applicants and employees as required by law.*