



**Burleson County Appraisal District
Employment Application**

An Equal Opportunity, Reasonable
Accommodation Employer

P.O. Box 1000
Caldwell, Texas 77836

979-567-2318
www.burlesonappraisal.com

Resumes may be accepted for additional information they contain, but not in place of completed application

(Please Print)

Position Desired _____ Date _____

How did you learn about us?

___ Advertisement ___ Friend ___ Walk-In ___ Relative ___ Other _____

Name (Last) _____ (First) _____ (Middle) _____

Address _____ City _____ State _____ Zip _____

Telephone Number(s) _____ Social Security Number _____

Are you over 18 years of age? _____ Yes ___ No

If you are under 18 years of age, can you provide proof of your
Eligibility to work? _____ Yes ___ No

Have you ever filed an application with us before? _____ Yes ___ No

Are you able to perform the duties of the job for which you are applying? _____ Yes ___ No

If "no", please describe: _____

Are you currently employed? _____ Yes ___ No

May we contact your current employer? _____ Yes ___ No

Are you legally authorized to work in the United States? _____ Yes ___ No

Proof of identity and work authorization will be required upon employment

On what date would you be available for work? _____

Availability: ___ Full Time ___ Part Time ___ Temporary ___ Other

Can you travel if job requires it? _____ Yes ___ No

Have you ever been convicted or pled guilty or no contest to a felony offense? ___ Yes ___No*

If yes please explain. _____

For purposes of employment with **Burleson County Appraisal District** "convictions" include sentenced to confinement, paid fine, time served, placed on probation (including deferred adjudication) and court-ordered restitution.

City/State _____ Charge _____

Please explain _____

**Conviction of a felony will not necessarily bar you from employment.*

FELONY CONVICTION

I _____ agree to immediately notify **Burleson County Appraisal District** if I am convicted of, receive deferred adjudication in, or otherwise plead guilty or no contest to a felony, or crime involving dishonesty or breach of trust, while my application is pending or during my period of employment, if hired.

Signature of Applicant

Date

EDUCATION AND TRAINING

A copy of your high school diploma/GED certificate may be required at time of interview.

Circle the highest grade completed in school:

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

Name, address, city and state of last school attended: _____

Vocational or Business schools attended: _____

Languages (Optional, unless required for the position for which you are applying)

Speak

Read

Write

Equipment or office machines you operate _____

Computer programs you are familiar with or proficient in _____

Current Licenses / Certificates / Registrations (Optional, unless required for the position for which you are applying)

Type _____ Number _____ Expiration Date _____

Type _____ Number _____ Expiration Date _____

Type _____ Number _____ Expiration Date _____

MILITARY SERVICE

Branch of Service: _____ Dates of Service: _____

Are you in the Active Reserve? ___ Yes ___ No If yes, what Branch? _____

List names of friends or relatives now employed by **Burleson County Appraisal District** or on the Board of Directors of the district.

Person to contact in case of an emergency:

The information is to facilitate contact in the event of an emergency and is not used in the selection process.

Full Name

Phone

Address

Their place of employment

Phone

Relationship to you

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

EMPLOYMENT HISTORY

Start with your present or last job. You may also include any activities which you believe demonstrate your qualifications for the position applied.

CURRENT OR MOST RECENT EMPLOYER:

Name _____ Phone _____

Address _____

Positions/ Duties: _____

Supervisor _____

Reason for leaving: _____

DATES EMPLOYED	
From	To
HOURLY RATE/SALARY	
Beginning	Ending

CURRENT OR MOST RECENT EMPLOYER:

Name _____ Phone _____

Address _____

Positions/ Duties: _____

Supervisor _____

Reason for leaving: _____

DATES EMPLOYED	
From	To
HOURLY RATE/SALARY	
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CURRENT OR MOST RECENT EMPLOYER:

Name _____ Phone _____

Address _____

Positions/ Duties: _____

Supervisor _____

Reason for leaving: _____

DATES EMPLOYED	
From	To
HOURLY RATE/SALARY	
Beginning	Ending

Use this space to give us other information about your personal skills or qualities, work style, interpersonal ability or communication skills which would further qualify you for this job.

Complete the following only if applying for a position that requires use of a vehicle with conducting BCAD business. If hired, your information may be verified with Motor Vehicle Report.

How many traffic violations have you had during the last two years? _____

Driver's License Number: _____ State _____

REFERENCES

Name only those persons who are familiar with your work capabilities. Do not list relatives.

Name _____ Phone _____
Address _____
-
Position _____ Years Known _____

Name _____ Phone _____
Address _____
-
Position _____ Years Known _____

Name _____ Phone _____
Address _____
-
Position _____ Years Known _____

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 180 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at this time.

I understand that I may be required to successfully complete a pre-employment physical examination conducted by a Burleson County Appraisal District authorized physician and that I may be required to successfully complete a pre-employment drug/alcohol screening after a job offer of employment has been made.

Signature of Applicant _____ Date _____