



# MONTGOMERY COUNTY EMPLOYMENT APPLICATION

501 N. THOMPSON, STE. #400  
 CONROE, TEXAS 77301-2893  
 www.mctx.org

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PLEASE FILL OUT APPLICATIONS CLEARLY AND COMPLETELY. APPLICATIONS AND ATTACHMENTS, ONCE SUBMITTED, BECOME THE PROPERTY OF MONTGOMERY COUNTY.

## PERSONAL INFORMATION

LAST NAME		FIRST NAME		MI	DATE
MAILING ADDRESS STREET		CITY		STATE	ZIP
HOME TELEPHONE	CELLULAR TELEPHONE	E-MAIL ADDRESS		SOCIAL SECURITY NUMBER	
POSITION(S) APPLYING FOR		DATE AVAILABLE TO WORK		DRIVER'S LICENSE NUMBER STATE	
AVAILABLE TO WORK (CHECK ALL THAT APPLY):					
<input type="checkbox"/> FULL TIME	<input type="checkbox"/> PART TIME	<input type="checkbox"/> TEMP	<input type="checkbox"/> ROTATING	<input type="checkbox"/> EVENINGS	<input type="checkbox"/> WEEKENDS
<input type="checkbox"/> NIGHTS	<input type="checkbox"/> HOLIDAYS				
IN COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT, ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES?					<input type="checkbox"/> YES <input type="checkbox"/> NO
HAVE YOU EVER BEEN CONVICTED OF A FELONY OR CRIME OF MORAL TURPITUDE? (CONVICTION WILL NOT NECESSARILY DISQUALIFY AN APPLICANT FROM EMPLOYMENT CONSIDERATION)					<input type="checkbox"/> YES <input type="checkbox"/> NO
IF YES, PROVIDE DATE AND EXPLANATION:					

## EDUCATION, TRAINING AND OTHER JOB-RELATED INFORMATION

DO YOU HAVE A HIGH SCHOOL DIPLOMA OR GED?		<input type="checkbox"/> YES <input type="checkbox"/> NO	ARE YOU AT LEAST 18 YEARS OF AGE?		<input type="checkbox"/> YES <input type="checkbox"/> NO
	NAME	STATE	HOURS COMPLETED	DATES ATTENDED	DEGREE
COLLEGE					
TRADE SCHOOL					
OTHER					
CAN YOU SPEAK A FOREIGN LANGUAGE?		<input type="checkbox"/> NO <input type="checkbox"/> YES	IF YES, WHAT LANGUAGE(S)?		
LIST CERTIFICATES, LICENSES, PROFESSIONAL REGISTRATION OR OTHER CREDENTIALS:					
SPECIAL SKILLS AND QUALIFICATIONS:					
LIST EQUIPMENT, OFFICE MACHINES (INCLUDING SOFTWARE) THAT YOU CAN OPERATE:					

## MILITARY EXPERIENCE

MILITARY SERVICE BRANCH:	DATES:	RANK AT DISCHARGE:
TYPE OF DISCHARGE:	SPECIALTIES:	

## RELATIVES WHO ARE ELECTED OFFICIALS OR EMPLOYED BY MONTGOMERY COUNTY GOVERNMENT

NAME	DEPARTMENT	RELATIONSHIP

## HUMAN RESOURCES USE ONLY - DO NOT WRITE IN THIS SECTION

DATE: _____	DATE: _____	DATE: _____	DATE: _____	DATE: _____	DATE: _____
TYPING: _____ WPM	ADMIN: _____ %	MATH: _____ %	WORD: _____ %	EXCEL: _____ %	10 KEY: _____ KPM

**MONTGOMERY COUNTY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**APPLICATION INFORMATION**

- 1. Employment history must be completed in order for your application to be accepted and considered.
- 2. A resume may be attached to support, but not to replace the fully completed application.
- 3. List all jobs held in the last 10 years, please list the most recent job first, including relevant volunteer experience.
- 4. If hired you must provide documents verifying your identity and authorization to work in the U.S. within 3 days from the hire date.

HAVE YOU EVER WORKED FOR MONTGOMERY COUNTY BEFORE? IF YES, THIS INFORMATION MUST BE INCLUDED ON THIS APPLICATION  YES  NO

**EMPLOYMENT HISTORY**

DATES EMPLOYED – FROM (MM/YY):		TO (MM/YY):	EMPLOYER NAME:
JOB TITLE:			EMPLOYER ADDRESS:
STARTING SALARY: \$	ENDING SALARY: \$		REASON FOR LEAVING:
EMPLOYER PHONE:			SUPERVISOR NAME/TITLE:
JOB DUTIES:			

DATES EMPLOYED – FROM (MM/YY):		TO (MM/YY):	EMPLOYER NAME:
JOB TITLE:			EMPLOYER ADDRESS:
STARTING SALARY: \$	ENDING SALARY: \$		REASON FOR LEAVING:
EMPLOYER PHONE:			SUPERVISOR NAME/TITLE:
JOB DUTIES:			

DATES EMPLOYED – FROM (MM/YY):		TO (MM/YY):	EMPLOYER NAME:
JOB TITLE:			EMPLOYER ADDRESS:
STARTING SALARY: \$	ENDING SALARY: \$		REASON FOR LEAVING:
EMPLOYER PHONE:			SUPERVISOR NAME/TITLE:
JOB DUTIES:			

DATES EMPLOYED – FROM (MM/YY):		TO (MM/YY):	EMPLOYER NAME:
JOB TITLE:			EMPLOYER ADDRESS:
STARTING SALARY: \$	ENDING SALARY: \$		REASON FOR LEAVING:
EMPLOYER PHONE:			SUPERVISOR NAME/TITLE:
JOB DUTIES:			

DO YOU OBJECT TO HAVING ANY OF THE ABOVE EMPLOYERS CONTACTED? IF YES, PLEASE EXPLAIN:  YES  NO

FORMER NAMES UNDER WHICH YOUR FORMER EMPLOYERS WOULD KNOW YOU:

LIST ANY OTHER INFORMATION THAT YOU FEEL MIGHT REFLECT YOUR ABILITIES (E.G VOLUNTEER/COMMUNITY WORK, CIVIC/PROFESSIONAL ORGANIZATIONS, ETC.)

**READ CAREFULLY BEFORE SIGNING:**

I HEREBY CERTIFY THAT THE STATEMENTS MADE AND ANSWERS GIVEN BY ME TO THE QUESTIONS ON THIS FORM ARE TRUE AND CORRECT AND THAT THERE ARE NO OMISSIONS. I UNDERSTAND THAT ANY EVASION, UNTRUTHFUL STATEMENTS, ANSWERS OR OMISSIONS SHALL BE SUFFICIENT CAUSE FOR DISCHARGE AT ANY TIME. I HEREBY REQUEST AND AUTHORIZE REPRESENTATIVES OF THE COMPANIES SHOWN UNDER "EMPLOYMENT HISTORY" AND ON ANY ATTACHED PAGES TO FURNISH MONTGOMERY COUNTY ANY INFORMATION REGARDING MY EMPLOYMENT WITH THEM TOGETHER WITH ANY INFORMATION THEY MAY HAVE REGARDING ME, INCLUDING MOTOR VEHICLE RECORDS, MILITARY RECORDS, FINANCIAL STATUS, CRIMINAL RECORDS, AND GENERAL REPUTATION, AND I HEREBY RELEASE SUCH COMPANIES, AND PERSONS, FROM ALL LIABILITY, CLAIMS, AND DAMAGES IN CONNECTION WITH THE FURNISHING OF SUCH INFORMATION. I ACKNOWLEDGE THAT THE FOREGOING COMPLETED APPLICATION FORM DOES NOT IN ANY WAY CONSTITUTE A CONTRACT OF EMPLOYMENT.

**REFERENCE CHECK AUTHORIZATION:**

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION FOR EMPLOYMENT AND RELEASE MONTGOMERY COUNTY, ITS MANAGEMENT AND APPOINTED AND ELECTED OFFICIALS FROM ANY AND ALL LIABILITY RESULTING FROM SUCH INVESTIGATION. UPON MY TERMINATION, I AUTHORIZE RELEASE OF REFERENCE INFORMATION REGARDING MY EMPLOYMENT AND WORK RECORDS AND RELEASE MONTGOMERY COUNTY FROM ANY AND ALL LIABILITY RESULTING FROM THE RELEASE OF SUCH INFORMATION.

**SIGNATURE:** \_\_\_\_\_

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

**JOB SKILLS**

PLEASE INDICATE THE EXPERIENCE YOU HAVE BY CHECKING THE BLANK NEXT TO THE JOB SKILL DESCRIBED BELOW.

**ADMINISTRATIVE /CLERICAL**

<input type="checkbox"/> 1000 Clerk Secretary	<input type="checkbox"/> 1001 District/County Clerk	<input type="checkbox"/> 1002 Tax/Vehicle Reg. Clerk
<input type="checkbox"/> 1003 Voter Elections Clerk	<input type="checkbox"/> 1100 Human Resources	<input type="checkbox"/> 1200 Office Mgr./Admin Asst.
<input type="checkbox"/> 1300 Paralegal/Legal Secretary	<input type="checkbox"/> 1400 Purchasing/Buyer	<input type="checkbox"/> 2001 Typing 40-49 WPM
<input type="checkbox"/> 2002 Typing 50-59 WPM	<input type="checkbox"/> 2003 Typing 60+ WPM	<input type="checkbox"/> 2500 Bilingual (Spanish/English)
<input type="checkbox"/> 2501 Computer Experience	<input type="checkbox"/> 2502 Shorthand/Transcription	<input type="checkbox"/> 2503 10-Key by touch

**ACCOUNTING/BOOKKEEPING**

<input type="checkbox"/> 3000 Accountant (Degreed)	<input type="checkbox"/> 3001 Accountant/Bookkeeper	<input type="checkbox"/> 3002 Accounts Payable
<input type="checkbox"/> 3003 Accounts Receivable	<input type="checkbox"/> 3004 Payroll	

**COMMUNICATIONS**

<input type="checkbox"/> 3500 Dispatcher	<input type="checkbox"/> 3501 Switchboard Operator	
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**COMPUTER**

<input type="checkbox"/> 4000 Computer Operator	<input type="checkbox"/> 4001 Hardware Installer	<input type="checkbox"/> 4002 Programmer/Analyst
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**CRIMINAL JUSTICE**

<input type="checkbox"/> 4500 Counselor	<input type="checkbox"/> 4501 Probation Officer	<input type="checkbox"/> 4502 Resident/Detention Care
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**DRIVER/EQUIPMENT OPERATOR**

<input type="checkbox"/> 5000 Equipment Operator	<input type="checkbox"/> 5001 Front End Loader	<input type="checkbox"/> 5002 Gradall Operator
<input type="checkbox"/> 5003 Laborer	<input type="checkbox"/> 5004 Maintenance	<input type="checkbox"/> 5005 Mechanic (VEH&HVY EQPT)
<input type="checkbox"/> 5006 Truck Driver	<input type="checkbox"/> 5007 Truck Driver with CDL	

**ENGINEERING/DRAFT/SURVEYING**

<input type="checkbox"/> 5500 Draftsman	<input type="checkbox"/> 5501 Engineer	<input type="checkbox"/> 5502 Map/Plat Draftsman
<input type="checkbox"/> 5503 Surveyor		

**EXTENSION SERVICE**

<input type="checkbox"/> 6000 Agriculture	<input type="checkbox"/> 6001 Home Economics	<input type="checkbox"/> 6002 Horticulture
<input type="checkbox"/> 6003 4-H Program		

**HEALTH/INSPECTOR/FOOD SERVICE**

<input type="checkbox"/> 6500 Cook	<input type="checkbox"/> 6501 Food Inspector	<input type="checkbox"/> 6502 General Food Service
<input type="checkbox"/> 6503 Sanitation Inspector		

**LAW ENFORCEMENT**

<input type="checkbox"/> 7000 Animal Control Deputy	<input type="checkbox"/> 7001 Arson Investigator/Inspector	<input type="checkbox"/> 7002 Certified Peace Officer
<input type="checkbox"/> 7003 Civilian Jailer/Guard	<input type="checkbox"/> 7004 Detective	

**LIBRARY**

<input type="checkbox"/> 7500 Librarian (MLS Degree)	<input type="checkbox"/> 7501 Library Assistant	<input type="checkbox"/> 7502 Shelver
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**MAINTENANCE/CONSTRUCTION/CUSTODIAL**

<input type="checkbox"/> 8000 Air Conditioning/Heating	<input type="checkbox"/> 8001 Carpenter	<input type="checkbox"/> 8002 Custodian (Bldg & Floor)
<input type="checkbox"/> 8003 Electrician	<input type="checkbox"/> 8004 Laborer (Gen. Construction)	<input type="checkbox"/> 8005 Painter
<input type="checkbox"/> 8006 Plumber	<input type="checkbox"/> 8007 Lawn Care/Landscaping	

**MONTGOMERY COUNTY, TEXAS  
APPLICANT DATA RECORD**

**IMPORTANT: ALL APPLICANTS PLEASE READ:** TO ENABLE MONTGOMERY COUNTY TO MEET GOVERNMENT REPORTING REGULATIONS, APPLICANTS ARE REQUESTED (BUT NOT REQUIRED) TO COMPLETE THIS PERSONAL DATA SHEET. INFORMATION WILL BE USED SOLELY FOR GOVERNMENT REPORTING PURPOSES. IT WILL NOT BE USED AS SELECTION CRITERIA AND WILL BE TREATED AS PERSONAL AND CONFIDENTIAL. YOUR VOLUNTARY COOPERATION WILL BE APPRECIATED.

LAST NAME	FIRST NAME	M.I.	DATE
DATE OF BIRTH		<input type="checkbox"/> MALE	<input type="checkbox"/> FEMALE
POSITION(S) APPLYING FOR:			

**ETHNIC CATEGORY (CHECK ONE OR MORE)**

<input type="checkbox"/>	<b>AMERICAN INDIAN OR ALASKA NATIVE:</b> A PERSON HAVING ORIGINS IN ANY OF THE ORIGINAL PEOPLES OF NORTH AND SOUTH AMERICA (INCLUDING CENTRAL AMERICA), AND WHO MAINTAINS TRIBAL AFFILIATION OR COMMUNITY ATTACHMENT.
<input type="checkbox"/>	<b>ASIAN:</b> A PERSON HAVING ORIGINS IN ANY OF THE ORIGINAL PEOPLES OF THE FAR EAST, SOUTHEAST ASIA OR THE INDIAN SUBCONTINENT INCLUDING, FOR EXAMPLE, CAMBODIA, CHINA, INDIA, JAPAN, KOREA, MALAYSIA, PAKISTAN, THE PHILIPPINE ISLANDS, THAILAND AND VIETNAM.
<input type="checkbox"/>	<b>BLACK OR AFRICAN AMERICAN:</b> A PERSON HAVING ORIGINS IN ANY OF THE BLACK RACIAL GROUPS OF AFRICA.
<input type="checkbox"/>	<b>HISPANIC OR LATINO:</b> A PERSON OF MEXICAN, PUERTO RICAN, CUBAN, CENTRAL OR SOUTH AMERICA OR OTHER SPANISH CULTURE OR ORIGIN, REGARDLESS OF RACE.
<input type="checkbox"/>	<b>NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER:</b> A PERSON HAVING ORIGINS IN ANY OF THE PEOPLES OF HAWAII, GUAM, SAMOA OR OTHER PACIFIC ISLANDS.
<input type="checkbox"/>	<b>WHITE:</b> A PERSON HAVING ORIGINS IN ANY OF THE ORIGINAL PEOPLES OF EUROPE, NORTH AFRICA OR THE MIDDLE EAST.
<input type="checkbox"/>	<b>TWO OR MORE RACES:</b> A PERSON WHO PRIMARILY IDENTIFIES WITH TWO OR MORE OF THE ABOVE RACE/ETHNICITY CATEGORIES.

**IF YOU WISH TO IDENTIFY YOURSELF AS A VETERAN, CHECK THE APPROPRIATE BOX BELOW**

<input type="checkbox"/>	<b>A QUALIFIED DISABLED VETERAN:</b> 1) A PERSON ENTITLED TO DISABILITY COMPENSATION UNDER LAWS ADMINISTERED BY THE VETERANS ADMINISTRATION FOR DISABILITY RATED AT 30% OR MORE, OR 2) A PERSON WHOSE DISCHARGE OR RELEASE FROM ACTIVE DUTY WAS FOR A DISABILITY INCURRED OR AGGRAVATED IN THE LINE OF DUTY, AND 3) IS CAPABLE (QUALIFIED) OF PERFORMING A PARTICULAR JOB WITH REASONABLE ACCOMMODATION TO HIS/HER DISABILITY.
<input type="checkbox"/>	<b>A VIETNAM ERA VETERAN:</b> 1) A PERSON WHO A) ACTIVELY SERVED FOR MORE THAN 180 DAYS, ANY PART OF WHICH OCCURRED BETWEEN AUGUST 5, 1964 AND MAY 8, 1975 AND WAS RELEASED WITH OTHER THAN A DISHONORABLE DISCHARGE, OR B) WAS RELEASED FROM SUCH ACTIVE DUTY FOR A SERVICE-CONNECTED DISABILITY, AND 2) A PERSON WHO WAS DISCHARGED /RELEASED WITHIN 48 MONTHS PRIOR TO AN ALLEGED VIOLATION OF THE ACT AND/OR OF THE REGULATION ISSUED THEREUNDER ON JULY 26, 1976.