

**VAL VERDE COUNTY APPRAISAL DISTRICT**  
**EMPLOYMENT APPLICATION**  
*An Equal Opportunity Employer*

**IMPORTANT – PRINT** IN BLUE OR BLACK INK OR TYPE. THESE INSTRUCTIONS MUST BE FOLLOWED EXACTLY. FILL OUT FORM COMPLETELY; ANY MISSTATEMENT(S) OR OMISSION(S) AS TO MATERIAL FACTS WILL CONSTITUTE GROUNDS FOR UNFAVORABLE CONSIDERATION. IF QUESTIONS ARE NOT APPLICABLE, ENTER N/A. NEVER LEAVE QUESTIONS OR SPACES BLANK. RESUMES WILL BE ACCEPTED FOR WHATEVER ADDITIONAL INFORMATION THEY CONTAIN, BUT NOT IN PLACE OF A COMPLETED APPLICATION. BE SURE TO SIGN THE COMPLETED APPLICATION BEFORE SUBMISSION.

APPLICATIONS ARE CONSIDERED FOR ALL POSITIONS WITHOUT REGARD TO RACE, COLOR, CREED, RELIGION, SEX, NATIONAL ORIGIN, CITIZENSHIP(IF LAWFULLY ENTITLED TO WORK IN THE UNITED STATES), AGE, VETERAN OR RESERVE STATUS, POLITICAL AFFILIATIONS OR BELIEFS OR THE PRESENCE OF A NON-JOB RELATED MEDICAL CONDITION OR DISABILITY.

THIS APPLICATION BECOMES PUBLIC RECORD AND IS SUBJECT TO DISCLOSURE.

**POSITION INFORMATION**

DATE OF APPLICATION: \_\_\_\_\_

POSITION APPLIED FOR: \_\_\_\_\_

DATE AVAILABLE TO BEGIN WORK: \_\_\_\_\_ ARE YOU LEGALLY ELIGIBLE TO WORK IN THE UNITED STATES: \_\_\_\_\_

FULL-TIME  PART-TIME  TEMP  SEASONAL

ARE YOU 18 OR OLDER? \_\_\_\_\_ IF NOT, STATE YOUR AGE \_\_\_\_\_

REQUIRED SALARY: \$ \_\_\_\_\_ PER YEAR OR \$ \_\_\_\_\_ PER HOUR

ARE YOU RELATED TO ANY PERSON PRESENTLY EMPLOYED BY THE VAL VERDE COUNTY APPRAISAL DISTRICT?

YES  NO IF YES, LIST NAME AND RELATIONSHIP \_\_\_\_\_

**IDENTIFICATION**

LAST NAME: \_\_\_\_\_ FIRST: \_\_\_\_\_ MI: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_ APT # \_\_\_\_\_

CITY: \_\_\_\_\_ COUNTY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

MAY WE CONTACT YOU AT WORK? \_\_\_\_\_ WORK PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

VALID DRIVER'S LICENSE NUMBER: \_\_\_\_\_ STATE: \_\_\_\_\_ EXPIRATION: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

NOTE: YOU MUST HAVE A VALID SOCIAL SECURITY CARD IN ORDER TO BEGIN EMPLOYMENT.

HAVE YOU FILED AN APPLICATION HERE BEFORE? YES  NO  IF YES, GIVE DATE: \_\_\_\_\_

HAVE YOU EVER BEEN EMPLOYED HERE BEFORE? YES  NO  IF YES, GIVE DATE: \_\_\_\_\_

ARE YOU LEGALLY ELIGIBLE TO OBTAIN AND MAINTAIN EMPLOYMENT IN THE UNITED STATES? YES  NO

IF YES, CAN YOU PROVIDE DOCUMENTATION TO ESTABLISH YOUR ELIGIBILITY TO MAINTAIN EMPLOYMENT IN THE UNITED STATE? YES  NO

ARE YOU EMPLOYED NOW? YES  NO  MAY WE CONTACT YOUR PRESENT EMPLOYER? YES  NO

CURRENT EMPLOYMENT PHONE: \_\_\_\_\_ MAY WE CONTACT YOU THERE? YES  NO

IF CURRENTLY EMPLOYED AND YOU ARE UNDER 18, CAN YOU FURNISH A WORK PERMIT? YES  NO

ARE YOU WILLING TO WORK HOURS OTHER THAN 8:00A.M. TO 5:00P.M.? YES  NO

DO YOU SPEAK A LANGUAGE OTHER THAN ENGLISH? YES  NO

IF YES, WHAT LANGUAGE(S) DO YOU SPEAK? \_\_\_\_\_ HOW FLUENTLY? FAIR GOOD EXCELLENT

DO YOU WRITE IN A LANGUAGE OTHER THAN ENGLISH? YES  NO  IF YES, WHAT LANGUAGE(S) \_\_\_\_\_

ARE YOU REGISTERED WITH TDLR(TEXAS DEPT LICENSING & REGULATIONS)? YES  NO  LIC# \_\_\_\_\_

DO YOU HAVE ANY FAMILY MEMBERS WORKING FOR VAL VERDE COUNTY APPRAISAL DISTRICT OR SERVING ON THE BOARD OF DIRECTORS OR ON ITS APPRAISAL REVIEW BOARD? YES  NO

DO YOU HAVE ANY FAMILY MEMBERS THAT CONDUCT INDEPENDENT FEE APPRAISALS IN VAL VERDE COUNTY? YES  NO

DO YOU HAVE ANY RELATIVES THAT SERVE AS OR WHO ARE EMPLOYED BY AN AGENT, PERSON OR FIRM THAT REPRESENTS PROPERTY OWNERS ON AD VALOREM TAX MATTERS IN VAL VERDE COUNTY? YES  NO

DURING THE PAST FIVE YEARS, HAVE YOU BEEN CONVICTED OF ANY MOVING VIOLATIONS INVOLVING A MOTOR VEHICLE? YES  NO  \_\_\_\_\_

DURING THE PAST TEN YEARS HAVE YOU EVER BEEN CONVICTED OF, PLEAD GUILTY TO, OR RECEIVED PROBATION, BEEN GRANTED DEFERRED ADJUDICATION, OR ANY OTHER TYPE OF ALTERNATIVE METHOD OF SUPERVISION OR CORRECTION FOR A FELONY OR A MISDEMEANOR HAVING A PENALTY OF IMPRISONMENT AND/OR FINE OVER \$500? YES  NO

**LIST BELOW ANY FELONY AND/OR MISDEMEANOR CONVICTIONS WITHIN THE LAST 10 YEARS, AS WELL AS ANY CURRENT CRIMINAL INDICTMENTS (A CRIMINAL RECORD IS NOT NECESSARILY A DENIAL OF EMPLOYEMENT)**

<b>VIOLATION</b>	<b>DATE CONVICTED</b>	<b>JURISDICTION</b>	<b>SENTENCE</b>

**MILITARY SERVICE (ACTIVE DUTY)**

(NOTE: A CERTIFIED COPY OF A REPORT OF SEPARATION FROM THE ARMED FORCES MAY BE REQUIRED)

BRANCH: \_\_\_\_\_ DATES: FROM \_\_\_\_\_ TO \_\_\_\_\_

ARE YOU IN THE ACTIVE RESERVE? YES  NO  IF YES, WHICH BRANCH? \_\_\_\_\_

ARE YOU A VETERAN OF THE U.S. MILITARY SERVICE? YES  NO  BRANCH: \_\_\_\_\_

IF YES, LIST TYPE OF DISCHARGE \_\_\_\_\_

**EDUCATION** (NOTE: APPLICANTS MAY BE REQUIRED TO PROVIDE PROOF OF DIPLOMA, DEGREE, TRANSCRIPTS, CERTIFICATIONS, AND REGISTRATIONS)

CIRCLE HIGHEST GRADE COMPLETED: 1 2 3 4 5 6 7 8 9 10 11 12

DID YOU GRADUATE FROM HIGH SCHOOL? YES  NO  IF NO DID YOU RECEIVE YOUR GED? YES  NO

TYPE OF SCHOOL	NAME AND LOCATION OF SCHOOL	DATES ATTENDED				SEM/CLOCK HOURS COMPLETES	TYPE OF DIPLOMA DEGREE	MAJOR/MINOR FIELDS OF STUDY
		FROM		TO				
		MO	YEAR	MO	YEAR			
HIGH SCHOOL								
UNDERGRADUATE COLLEGE OR UNIVERSITIES								
GRADUATE SCHOOLS								
TECHNICAL, VOCATIOAL, OR BUSINESS SCHOOL								

IF A LICENSE, CERTIFICATE, OR OTHER AUTHORIZATION IS REQUIRED OR RELATED TO THE POSITION FOR WHICH YOU ARE APPLYING COMPLETE THE FOLLOWING

LICENSE/CERTIFICATION (RPA, RTA, CCA, CPA, ETC)	DATE ISSUED	DATE EXPIRES	ISSUED BY/LOCATION OF ISSUING AUTHORITY (STATE, OR OTHER AUTHORITY) (CITY & STATE)	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, ETC. (ATTACH ADDITIONAL PAGE, IF NECESSARY)

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KEYBOARDING SKILL LEVEL  BEGINNER  INTERMEDIATE  ADVANCED

LIST PROFESSIONAL, TRADE, BUSINESS, OR CIVIC ACTIVITIES AND OFFICES HELD. (EXCLUDE THOSE WHICH INDICATE RACE, COLOR, RELIGION, SEX OR NATIONAL ORIGIN.)

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## EMPLOYMENT HISTORY

**IN ORDER TO VERIFY YOUR PREVIOUS EMPLOYMENT AND EDUCATION, LIST BELOW ANY OTHER NAMES UNDER WHICH YOU MAY HAVE BEEN EMPLOYED OR ENROLLED AS WELL AS THE DATES THE NAME WAS IN USE.**

NAME: \_\_\_\_\_ DATES: \_\_\_\_\_ NAME: \_\_\_\_\_ DATES: \_\_\_\_\_

NAME: \_\_\_\_\_ DATES: \_\_\_\_\_ NAME: \_\_\_\_\_ DATES: \_\_\_\_\_

COMPLETE REQUESTED EMPLOYMENT INFORMATION FOR ALL EMPLOYERS (INCLUDING SELF-EMPLOYMENT) FOR NOT LESS THAN THE LAST TEN YEARS. START WITH THE MOST RECENT EMPLOYERS.

EMPLOYER NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

MAILING ADDRESS IF DIFFERENT THAN STREET: \_\_\_\_\_

TYPE OF BUSINESS: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

POSITION: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

DATE HIRED: \_\_\_\_\_ DATE TERMINATED: \_\_\_\_\_

STARTING SALARY: \_\_\_\_\_ ENDING SALARY: \_\_\_\_\_

DESCRIBE YOUR RESPONSIBILITIES:

REASON FOR LEAVING:

MAY WE CONTACT YOUR EMPLOYER? YES  NO

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EMPLOYER NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

MAILING ADDRESS IF DIFFERENT THAN STREET: \_\_\_\_\_

TYPE OF BUSINESS: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

POSITION: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

DATE HIRED: \_\_\_\_\_ DATE TERMINATED: \_\_\_\_\_

STARTING SALARY: \_\_\_\_\_ ENDING SALARY: \_\_\_\_\_

DESCRIBE YOUR RESPONSIBILITIES:

REASON FOR LEAVING:

MAY WE CONTACT YOUR EMPLOYER? YES  NO

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EMPLOYER NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

MAILING ADDRESS IF DIFFERENT THAN STREET: \_\_\_\_\_

TYPE OF BUSINESS: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

POSITION: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

DATE HIRED: \_\_\_\_\_ DATE TERMINATED: \_\_\_\_\_

STARTING SALARY: \_\_\_\_\_ ENDING SALARY: \_\_\_\_\_

DESCRIBE YOUR RESPONSIBILITIES:

REASON FOR LEAVING:

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STREET ADDRESS: \_\_\_\_\_

MAILING ADDRESS IF DIFFERENT THAN STREET: \_\_\_\_\_

TYPE OF BUSINESS: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

POSITION: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

DATE HIRED: \_\_\_\_\_ DATE TERMINATED: \_\_\_\_\_

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STREET ADDRESS: \_\_\_\_\_

MAILING ADDRESS IF DIFFERENT THAN STREET: \_\_\_\_\_

TYPE OF BUSINESS: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

POSITION: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

DATE HIRED: \_\_\_\_\_ DATE TERMINATED: \_\_\_\_\_

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STREET ADDRESS: \_\_\_\_\_

MAILING ADDRESS IF DIFFERENT THAN STREET: \_\_\_\_\_

TYPE OF BUSINESS: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

POSITION: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

DATE HIRED: \_\_\_\_\_ DATE TERMINATED: \_\_\_\_\_

STARTING SALARY: \_\_\_\_\_ ENDING SALARY: \_\_\_\_\_

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POSITION: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

DATE HIRED: \_\_\_\_\_ DATE TERMINATED: \_\_\_\_\_

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DESCRIBE YOUR RESPONSIBILITIES:

REASON FOR LEAVING:

MAY WE CONTACT YOUR EMPLOYER? YES  NO

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EMPLOYER NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

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MAILING ADDRESS IF DIFFERENT THAN STREET: \_\_\_\_\_

TYPE OF BUSINESS: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

POSITION: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

DATE HIRED: \_\_\_\_\_ DATE TERMINATED: \_\_\_\_\_

STARTING SALARY: \_\_\_\_\_ ENDING SALARY: \_\_\_\_\_

DESCRIBE YOUR RESPONSIBILITIES:

REASON FOR LEAVING:

MAY WE CONTACT YOUR EMPLOYER? YES  NO

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**PROFESSIONAL REFERENCES**

GIVE NAMES OF THREE PROFESSIONAL REFERENCES WHOM YOU HAVE KNOW AT LEAST ONE YEAR AND ARE NOT RELATED TO YOU BY BLOOD OR CONSANGUINITY. YOU MUST INCLUDE AT LEAST ONE REFERENCE WITH WHOM YOU HAVE WORKED.

NAME	BUSINESS NAME AND ADDRESS	TELEPHONE NUMBER	YEARS ACQUAINTED

REFERRAL SOURCE:

WEBSITE AD  ACAO WEBSITE  NEWSPAPER AD  FRIEND  EMPLOYMENT AGENCY  OTHER  \_\_\_\_\_

**AGREEMENT**

**I UNDERSTAND THAT ANY FALSE STATEMENT OR OMISSION OF INFORMATION ON THIS APPLICATION MAY BE CONSIDERED AS SUFFICIENT CAUSE FOR REJECTION OF THIS APPLICATION OR FOR DISMISSAL IF SUCH FALSE STATEMENT OR OMISSION IS DISCOVERED SUBSEQUENT TO MY EMPLOYMENT.**

**I AUTHORIZE VAL VERDE COUNTY APPRAISAL DISTRICT TO REQUEST FROM EACH OF MY FORMER EMPLOYERS AND/OR PERSON, FIRM OR CORPORATION IDENTIFIED IN THIS APPLICATION AS AN EMPLOYER OR REFERENCE TO ANSWER ANY AND ALL QUESTIONS THAT MAY BE ASKED AND TO GIVE ANY AND ALL INFORMATION CONCERNING ME, MY WORK HABITS, CHARACTER OR SKILL THAT MAY BE SOUGHT IN CONNECTION WITH THIS APPLICATION. I EXPRESSLY RELEASE THESE PERSONS FROM ANY AND ALL LIABILITY IN FURNISHING RESPONSE TO THESE INQUIRIES.**

**I UNDERSTAND THAT VALVERDE COUNTY APPRAISAL DISTRICT IS AN AT WILL EMPLOYER, WHICH MEANS THAT EMPLOYMENT MAY BE TERMINATED AT ANY TIME WITH OR WITHOUT CAUSE. I UNDERSTAND AND AGREE THAT IF EMPLOYED, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND THAT I MAY BE TERMINATED AT ANY TIME AND WITHOUT PRIOR NOTICE FOR ANY REASON, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES OR SALARY. I FURTHER UNDERSTAND THAT NO REPRESENTATIVE OF VAL VERDE COUNTY APPRAISAL DISTRICT HAS THE AUTHORITY TO PROMISE ME EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME OR TO WAIVE VAL VERDE COUNTY APPRAISAL DISTRICT'S STATUS AS AN AT WILL EMPLOYER.**

**IF THIS APPLICATION IS CONSIDERED FAVORABLY, I AGREE TO ABIDE BY AND COMPLY WITH ALL RULES AND REGULATIONS OF VAL VERDE COUNTY APPRAISAL DISTRICT AS THEY CURRENTLY EXIST/OR AS THEY ARE MODIFIED FROM TIME TO TIME DURING MY EMPLOYMENT RELATIONSHIP.**

**I HEREBY CERTIFY THAT FOREGOING STATEMENTS AND ANSWERS ON THIS FORM ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND HEREBY GRANT VAL VERDE COUNTY APPRAISAL DISTRICT PERMISSION TO VERIFY ANY AND ALL SUCH ANSWERS.**

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE