

OFFICIAL JOB APPLICATION

Comal Appraisal District

900 S. Seguin Ave
New Braunfels, Texas 78131-1222

NOTE TO APPLICANT

Please complete all pages. Type or print, using black ink or marker. Attach, resume if desired, but application must be completed. Failure to complete application will result in non consideration. If you need additional space, attach a supplemental sheet.

GENERAL

Name (Last) (First) (Middle)			Social Security No.	Date of Application
Present Address (Street, City, State, Zip Code)		Telephone Contact Preference Day Evening	Area Code & Phone No. Home: _____ Cell: _____ E-mail: _____	
Are You a Veteran of The U.S. Armed Forces? Yes No	BRANCH RANK	Dates of Active Duty	U.S. Citizen Yes No	If No, Indicate Type of Visa and Alien Registration Number:
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Proof of citizenship or immigration status will be required upon employment				Yes No
If there are any position or types of positions for which you should not be considered, or job duties you cannot perform because of physical, mental or medical disability, please describe:				
Do you have relatives by blood or marriage, employed with the Appraisal District, Board of Directors or Appraisal Review Board? Yes No If yes, give: Name Relationship				
Type of position desired Reg Full-Time Temp Full-Time Reg Part-Time Temp Part-Time				Job Title of Position Applying For
Date Available	What are your salary expectations?	Specify anticipated period of work and number of hours per day		
Will you work irregular hours? Yes No	Will you work nights? Yes No	Preferred Hours	Where did you learn of this position?	
EMPLOYMENT RECORD		LIST MOST RECENT EMPLOYMENT FIRST		
USE CONTINUATION SHEET FOR ADDITIONAL EMPLOYMENT				
Employer	Start Date	Starting Salary	Initial Position Title	
Street Address	End Date	Final Salary	Reason For Leaving	
City, State, Zip Code	Last Supervisor's Name	Phone:	May we contact this employer? Yes No	
Position Description - List Duties in Detail				

EMPLOYMENT RECORD - 2			
Employer	Start Date	Starting Salary	Initial Position Title
Street Address	End Date	Final Salary	Reason For Leaving
City, State, Zip Code	Last Supervisor's Name	Phone:	May we contact this employer? Yes No
Position Description - List Duties in Detail			

EMPLOYMENT RECORD - 3			
Employer	Start Date	Starting Salary	Initial Position Title
Street Address	End Date	Final Salary	Reason For Leaving
City, State, Zip Code	Last Supervisor's Name	Phone:	May we contact this employer? Yes No
Position Description - List Duties in Detail			

EMPLOYMENT RECORD - 4			
Employer	Start Date	Starting Salary	Initial Position Title
Street Address	End Date	Final Salary	Reason For Leaving
City, State, Zip Code	Last Supervisor's Name	Phone:	May we contact this employer? Yes No
Position Description - List Duties in Detail			

EMPLOYMENT RECORD - 5			
Employer	Start Date	Starting Salary	Initial Position Title
Street Address	End Date	Final Salary	Reason For Leaving
City, State, Zip Code	Last Supervisor's Name	Phone:	May we contact this employer? Yes No
Position Description - List Duties in Detail			

EDUCATION AND TRAINING

SCHOOLS		DATES ATTENDED		GRADUATE?	TYPE OF DEGREE OR DIPLOMA	MAJOR SUBJECT
HIGH SCHOOL LAST ATTENDED	NAME OF SCHOOL CITY AND STATE	FROM MO & YR	TO MO & YR	YES NO		
COLLEGE, UNIV. OR TECHNICAL SCHOOL	NAME OF SCHOOL CITY AND STATE			YES NO		
COLLEGE, UNIV. OR TECHNICAL SCHOOL	NAME OF SCHOOL CITY AND STATE			YES NO		
OTHER	NAME OF SCHOOL CITY AND STATE			YES NO		

LIST ACADEMIC HONORS, SCHOLARSHIPS, ETC., YOU CONSIDER SIGNIFICANT AND RELEVANT TO EMPLOYMENT:

VALID DRIVER'S LICENSE (COMPLETE ONLY IF REQUIRED BY JOB)	STATE	CLASS	EXPIRES	DL NUMBER
YES NO				

LANGUAGE ABILITY - LIST THOSE YOU COULD USE IN YOUR WORK				TYPING SPEED	
LANGUAGE	SPEAK	READ	WRITE	LANGUAGE	SPEAK READ WRITE

HAVE YOU EVER BEEN DISCHARGED OR ASKED TO RESIGN FROM A POSITION BECAUSE OF UNSATISFACTORY CONDUCT OR PERFORMANCE OF DUTIES: YES NO
IF "YES" GIVE DETAILS:

HAVE YOU EVER BEEN A PLAINTIFF OR DEFENDANT IN CIVIL LITIGATION? IF YES, PLEASE EXPLAIN: YES NO

HAVE YOU EVER BEEN CONVICTED OF ANY CRIMINAL OFFENSE OTHER THAN MINOR TRAFFIC VIOLATIONS WHICH HAS NOT BEEN ANNULLED, EXPUNGED OR SEALED BY A COURT? YES NO IF SO, PLEASE EXPLAIN. A CRIMINAL CONVICTION WILL BE CONSIDERED ONLY IN RELATION TO THE JOB FOR WHICH YOU ARE APPLYING, SERIOUSNESS AND NATURE OF THE OFFENSE, TIME ELAPSED, AND REHABILITATION WILL BE TAKEN INTO ACCOUNT.
DATE OF CONVICTION: NATURE OF OFFENSE:

ARE YOU CURRENTLY ON "LAY-OFF" STATUS AND SUBJECT TO RECALL? YES NO
ARE YOU A MEMBER OF THE NATIONAL GUARD OR RESERVE? DO YOU ANTICIPATE ANY ACTIVE DUTY INCLUDING RESERVE TRAINING IN THE FUTURE?
-O \ @ACTIVE ACTIVE YES NO

REFERENCES LIST THREE PERSONS, OTHER THAN RELATIVES OR PERSONAL FRIENDS, WHO HAVE KNOWLEDGE OF YOUR WORK EXPERIENCE OR EDUCATION

NAME	MAILING ADDRESS	PHONE

APPLICANT'S STATEMENT

I CERTIFY THAT 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 90 DAYS. ANY APPLICANT WISHING TO BE CONSIDERED FOR EMPLOYMENT BEYOND THIS TIME PERIOD SHOULD INQUIRE AS TO WHETHER APPLICATIONS ARE BEING ACCEPTED AT THAT TIME.
I HEREBY UNDERSTAND AND ACKNOWLEDGE THAT, UNLESS OTHERWISE DEFINED BY APPLICABLE LAW, ANY EMPLOYMENT RELATIONSHIP WITH THIS ORGANIZATION IS OF AN "AT WILL" NATURE, WHICH MEANS THAT THE EMPLOYEE MAY RESIGN AT ANY TIME AND THE EMPLOYER MAY DISCHARGE EMPLOYEE AT ANY TIME WITH OR WITHOUT CAUSE. IT IS FURTHER UNDERSTOOD THAT THIS "AT WILL" EMPLOYMENT RELATIONSHIP MAY NOT BE CHANGED BY ANY WRITTEN DOCUMENT OR BE CONDUCTED UNLESS SUCH CHANGE IS SPECIFICALLY ACKNOWLEDGED IN WRITING BY AN AUTHORIZED EXECUTIVE OF THIS ORGANIZATION.
IN THE EVENT OF EMPLOYMENT, I UNDERSTAND THAT FALSE OR MISLEADING INFORMATION GIVEN IN MY APPLICATION OR INTERVIEW(S) MAY RESULT IN DISCHARGE. I UNDERSTAND, ALSO, THAT I AM REQUIRED TO ABIDE BY ALL RULES AND REGULATIONS OF THE EMPLOYER.

IF FILLING THIS APPLICATION OUT ONLINE, TYPING YOUR NAME CONSTITUTES A DIGITAL SIGNATURE

SIGNATURE: _____ DATE: _____

NO PERSON SHALL BE DENIED EMPLOYMENT ON THE BASIS OF ANY LEGALLY PROHIBITED DISCRIMINATION INVOLVING, BUT NOT LIMITED TO, SUCH FACTORS AS RACE, COLOR, RELIGION, CREED, GENDER. NATIONAL ORIGIN, AGE, DISABILITY, MARITAL OR VETERAN STATUS, SEXUAL ORIENTATION, OR ANY OTHER LEGALLY PROTECTED STATUS.