



Applicant Name _____ **Date of Birth** _____

JOB APPLICATION

Waller County Justice Court, Pct. 3 is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodations in the application process, he or she should contact a staff member.

Please complete all sections below:

Applicant Name _____ **Date** _____

SSN ____ - ____ - ____ Bilingual: Yes ___ (Language _____) No ___

Address/Mailing Address: _____

City, State and Zip Code: _____

Telephone Number: _____

Email Address: _____

Emergency Contact(s)

Name _____ Number _____ Relation _____

Name _____ Number _____ Relation _____

Employment Position: _____

Can you be relied on to keep information confidential? _____

Can you be relied on to be punctual? _____

Can you be relied on to be professional? _____

Have you ever applied or worked for Waller County? If yes, Dates _____

Location _____

Do you have any friends, relatives or acquaintances working for Waller County? If yes, state name, location and relationship _____

Are you 18 years if age or older? _____ Are you a US Citizen or approved to work in the United States? _____

If needed what document can you provide as proof of citizenship or legal status? _____

Will you consent to a mandatory controlled substance test? _____

Do you have any condition which would require job accommodations? If yes, please describe accommodations required,



Applicant Name _____ **Date** _____

Have you ever been convicted of a criminal offense (felony or misdemeanor)? If yes, please state nature of the crime(s), when and where convicted and deposition of the crime(s). _____

(Note: No applicant will be denied employment solely on the ground of a conviction of a criminal history. The date of the offense, the nature of the offense, including any significant details that occurred, description of the event, and the surrounding circumstances and the relevance of the offense and position applied for may, however be considered.)

Job Skills/Qualifications

Please list below the skills and qualifications you possess for the position for which you are applying.

(Note: Waller County Justice Court, Pct. 3 complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. It is possible that a hire be tested on skill/agility and may be subject to a medical examination conducted by a medical professional.)

Education and Training (Complete all that apply)

High School

Name	Location(City/ State)	Year Graduated	Degree Earned

College/University

Name	Location(City/ State)	Year Graduated	Degree Earned

Vocational School/ Specialized Training

Name	Location(City/ State)	Year Graduated	Degree Earned

Are you a member of the Armed Services? _____ Rank when discharged _____

What branch _____ How many years did you serve? _____

What military skills do you possess that would be an asset for this position?

Availability

Monday: _____ to _____ Wednesday: _____ to _____ Friday: _____ to _____
Tuesday: _____ to _____ Thursday: _____ to _____



Applicant Name _____ **Date** _____

Previous Employment

Employer Name: _____

Job Title: _____

Supervisor Name: _____

City, State, Zip Code: _____

Employer Phone Number: _____

Date Employed: _____ Reason for leaving: _____

Employer Name: _____

Job Title: _____

Supervisor Name: _____

City, State, Zip Code: _____

Employer Phone Number: _____

Date Employed: _____

Reason for leaving: _____

Employer Name: _____

Job Title: _____

Supervisor Name: _____

City, State, Zip Code: _____

Employer Phone Number: _____

Date Employed: _____

Reason for leaving: _____

References:

Please provide 2 personal and professional references(s) below:

Personal Reference	Contact Phone Number
Professional Reference	Contact Phone Number

Please attach a copy of your resume