



MIKE SULLIVAN
Tax Assessor-Collector

APPLICATION FOR EMPLOYMENT

PLEASE READ THE FOLLOWING BEFORE COMPLETING THIS APPLICATION:

The Harris County Tax Office does not discriminate in hiring on the basis of race, color, religion, national origin, sex, disability or on the basis of age. No question on this application is intended to secure information to be used for such discrimination, or to violate the provisions of the Immigration Reform and Control Act of 1986. In compliance with this Act, you will be requested to verify employment eligibility (Form I-9) if hired.

Thank you for applying for employment with the Tax Office. In preparing the application, we request that you use ink, write legibly and answer all questions. **Your application will not be considered unless signed and all questions answered.**

PLEASE RETURN THIS FORM TO THE HUMAN RESOURCES DEPARTMENT At 1001 PRESTON/HOUSTON, TEXAS 77002

PERSONAL DATA

Print your full name	First	Middle	Last	Phone Number:
Present Address	Street	City	St. Zip	How Long?
Previous Address	Street	City	St. Zip	How Long?
Email Address:	Social Security Number: XXX – XX -		Are you authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	

POSITION DATA

Job Title:	Date You Can Start:	Salary Desired:
Other Positions for which you wish to be considered:		Referred By:

EDUCATION

SCHOOL	NAME OF INSTITUTION	ADDRESS	YEARS COMPLETED	TYPE OF DEGREE/ DIPLOMA RECEIVED
HIGH SCHOOL				
COLLEGE				
COLLEGE				
OTHER				
MAJOR:	NO. HOURS:	MINOR:	NO. HOURS:	GPA:
List Scholastic Honors, Offices Held, and Activities in School and College. (<i>Note: Transcripts on all college work may be required</i>)				

REFERENCES

List three persons who are NOT related to you and who have definite knowledge of your qualifications for the position for which you are applying. Do not repeat names of supervisors listed under Employment History.

FULL NAME	HOME OR BUSINESS ADDRESS (Number, Street, City, State, and Zip Code)	BUSINESS OR OCCUPATION	YEARS ACQUAINTED

COMPLETE NAMES AND ADDRESSES OF REFERENCES MUST BE GIVEN BEFORE THIS APPLICATION WILL BE CONSIDERED.

EMPLOYMENT HISTORY

In the space provided below, please present periods of employment which will serve as evidence that you have acquired the necessary experience to qualify for the position for which you are applying. We invite all applicants to submit any additional employment information they feel will serve as experience. **Please list latest employment first.**

Name of Employer						
Address						
Your Job Title			Supervisor and Title			
Dates of Employment (M/Y)		Present or Final Salary	Full Time	<input type="checkbox"/>	#Persons Supervised	If employed, may we contact your employer?
From	To		Part Time	<input type="checkbox"/>		
		\$	Temporary	<input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/> Phone
Describe your Duties						
Reason for Leaving						

Name of Employer						
Address						
Your Job Title			Supervisor and Title			
Dates of Employment (M/Y)		Present or Final Salary	Full Time	<input type="checkbox"/>	#Persons Supervised	If employed, may we contact your employer?
From	To		Part Time	<input type="checkbox"/>		
		\$	Temporary	<input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/> Phone
Describe your Duties						
Reason for Leaving						

Name of Employer						
Address						
Your Job Title			Supervisor and Title			
Dates of Employment (M/Y)		Present or Final Salary	Full Time	<input type="checkbox"/>	#Persons Supervised	If employed, may we contact your employer?
From	To		Part Time	<input type="checkbox"/>		
		\$	Temporary	<input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/> Phone
Describe your Duties						
Reason for Leaving						

GENERAL DATA

Answer questions 1 through 5 by placing a "check mark" in the proper box.		YES	NO
1. Are you now working for or have you previously worked for Harris County?			
<i>If yes, under what name?:</i>			
2. Do you or does your spouse have any relatives presently working for or holding office in Harris County Government?			
<i>If yes, please list the name(s) and relationship and department in which they are employed:</i>			
3. Are you licensed in the State of Texas to operate a motor vehicle?			
<i>If yes, give Texas Driver's License number. (Will not be considered unless related to job.):</i>			
4. Are you aware of any reason which would keep you from being bonded?			
<i>If yes, please explain:</i>			
5. Have you ever been convicted of a crime?*			
<i>(Exclude convictions that have been sealed, expunged or legally eradicated, and misdemeanor convictions for which probation was completed and the case was dismissed).</i>			
*Harris County will not deny employment to any applicant solely because the person has been convicted of a crime. The County, however, may consider the nature, date and circumstances of the offense as well as whether the offense is relevant to the duties of the position.			
<i>If yes, briefly describe in the space below the nature of the crime(s), date and place of conviction and legal disposition of the case.:</i>			
6. FOREIGN LANGUAGE SKILLS:		Speak	Read Write
7. MACHINE AND EQUIPMENT SKILLS:		Typing - WPM	
8. SPECIAL QUALIFICATIONS AND SKILLS: Use this space to indicate any additional experience, skills, licenses or certificates, etc., which in your opinion would qualify you for the position you seek.			
9. GENERAL REMARKS: You may wish to include civic or community activities, membership in professional or scientific societies, publications, copyrights, patents or inventions, honors, awards, and fellowships.			

By submitting and signing this application, I authorize and request any public or private business or other employee for whom I have worked or been employed, or with whom I have sought employment, to supply Harris County with any and all records pertaining to me that have been kept in the usual course of business, including but not limited to; drug and alcohol test results obtained within six months of the date of request for information by Harris County. The information obtained may be used by Harris County in making decisions with regard to my employment.

I authorize investigation of all statements contained in this application. I certify that there are no willful misrepresentations, omissions or falsifications in the foregoing statements and answers to questions. I am aware that should an investigation disclose any misrepresentation, omission or falsification, my application may be rejected, or if already employed, my employment may be terminated. References and previous employers will be contacted to confirm statements unless otherwise indicated. I also understand that if offered employment by Harris County, I will be required to pass a drug test as a condition of employment.

Applicant's Signature: _____ **Date:** _____

Emergency Contact: _____ **Daytime Phone:** _____

An Equal Opportunity Employer