



DeWitt County Drainage District No. 1

DeWitt County Drainage District No. 1
106 N. Gonzales Street, Suite B.
Cuero, Texas 77954
(361) 275-9995
Fax (361) 275-8202
Website: www.dccd1.com

Employment Application

Name _____ Date _____
(Last) (First) (Middle)

Address _____
(Street) (City) (State) (Zip)

Telephone _____
(Personal) (Alternate)

Position Applied For _____ Department _____

Are you willing to work: Full-time Part-time Temporary

May we contact your present employer: Yes No

PREVIOUS EMPLOYMENT: List all employment (including military service) **for at least the past 10 years.** Begin with your present position and work back. Provide complete answers. The "Reason for Leaving" and "Salary" fields must be completed. **Please do not write "SEE RESUME".** Attach additional sheets and/or your resume to provide sufficient qualifying experience information. Account for all periods of time in the previous 10 years, even if unemployed. Applications with gaps in time will be rejected. An application providing unrequested information may be rejected.

From _____ To _____ Job Title _____ Salary _____ Employer _____

Supervisor _____ Phone No. _____ Employer Address _____

Reason for Leaving/Wanting to Leave _____

Description of Work _____

From _____ To _____ Job Title _____ Salary _____ Employer _____

Supervisor _____ Phone No. _____ Employer Address _____

Reason for Leaving/Wanting to Leave _____

Description of Work _____

From _____ To _____ Job Title _____ Salary _____ Employer _____

Supervisor _____ Phone No. _____ Employer Address _____

Reason for Leaving/Wanting to Leave _____

Description of Work _____

From _____ To _____ Job Title _____ Salary _____ Employer _____

Supervisor _____ Phone No. _____ Employer Address _____

Reason for Leaving/Wanting to Leave _____

Description of Work _____

Please explain all unemployment gaps: _____

EDUCATION:

Did you graduate from high school? Yes No If no, last grad completed _____

GED obtained? Yes No

College-University-Trade Business-Correspondence School Name, Location	No. of Years	Major Area of Study	Semester Hours	Degrees Granted

(Applicants may be required to provide copies of transcripts and/or diplomas/certificates.)

MILITARY SERVICE:

Branch of Service _____

List any relevant job-related skills acquired during military service (you may be required to provide a copy of form DD214)

PERSONAL DATA:

Please list any other names you have used in connection with employment/education:

Have you previously worked for DeWitt County Drainage District No. 1? Yes No

If so, when? _____ Department _____

Position _____ Supervisor _____

Are you authorized to work in the U.S.? No Proof of citizenship or immigration status will be required upon employment)

Can you perform the essential/marginal functions of the job for which you are applying with or without reasonable accommodation? Yes

Have you ever been convicted of a felony? (Exclude convictions that have been sealed, expunged or legally eradicated. If YES, please use the space below to briefly describe the nature of the crime(s), the date and place of conviction and the legal disposition of the case. DeWitt County Drainage District No. 1 will not deny employment to any applicant solely because the person has been convicted of a crime. The District, 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 applied.

Yes No

If Yes, list ALL such offenses and state date, name of Court and disposition. (You may omit minor traffic violations for which you paid a fine of \$100 or less)

List all licenses/certifications/registrations you hold (such as Drivers, electrician, etc.)

Type _____ Number _____ Exp. Date _____

Type _____ Number _____ Exp. Date _____

Type _____ Number _____ Exp. Date _____

Give the names and addresses of three persons, other than relatives, who have knowledge of your character, experience or ability:

Name: _____ Address: _____

Occupation: _____ Telephone: _____

Name: _____ Address: _____

Occupation: _____ Telephone: _____

Name: _____ Address: _____

Occupation: _____ Telephone: _____

List any additional experience and training you have had which in your opinion would qualify you for the position you seek:

(Example: apprenticeships, technical skills, foreign languages spoken/written, etc.):

IMPORTANT

It is the responsibility of the applicant to read the following before signing:

APPLICANTS STATEMENT AND AGREEMENT

I certify that the answers given herein are true and complete. I understand that any falsification or willful omission made in my application, resume or interview(s) shall be sufficient cause for dismissal or refusal of employment, whenever discovered. I hereby authorize each former employer, whether given as a reference or not, to answer any questions and furnish any information sought by the District concerning any qualifications for employment. I understand that such investigation may include criminal history records check. I authorize investigation of all statements contained in this application for employment, and I release DCDD1, its management and appointed officials, and all third parties supplying information to the District from any and all liability, including liability caused by negligence, arising from reference and background checks conducted by or on behalf of the employer about me. Upon my termination, I authorize release of reference information regarding my employment and work record and release the District from any and all liability resulting from the release of such information. I also understand that this application is subject to the Open Records Act and may be released as a public document.

I understand that my employment is at the discretion of the District's appointed Department Head concerned, and that the District is an employment-at-will employer, which means that I may resign at any time and the District may terminate my employment at any time for any or no reason.

This application must be signed.

Signature _____ Date _____

Please indicate your experience/skills/abilities in the following areas:

Skills:	Years of Experience	Clerical Experience	No. of Years
10-key by touch		Receptionist	
Excel		Data Entry	
Word		Bookkeeping	
Word Perfect		Filing	
Powerpoint		Purchasing	
Quickbooks		Secretarial	
Other (list below)		Records Management	
		Cashier (electronic)	
		Other (list below)	

LABOR/MAINTENANCE/SKILLED CRAFT/EQUIPMENT OPERATION

Please indicate your experience/skills/abilities/ in the following areas:

Skill Areas:	No. of Years Exp.	Equipment Operated	No. of Years Exp.
Welding		Backhoe	
Construction (specify areas worked)		Front End Loader	
Fence Work		Commercial Mower	
Setting grades		Tractor	
Plumbing		Trailer	
Carpentry		Skidsteer	
Electrical		Other (list below)	
Small Engine Maintenance & Repair			
Auto Mechanic			
Sign Maintenance			
Groundskeeping/Landscaping			
Other (list below)			

