



DeWitt County Drainage District No. 1

DeWitt County Drainage District No. 1
107 N. Gonzales Street
Cuero, Texas 77954
(361) 275-9995

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 grade 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.A.? Yes 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 a reasonable accommodation?
 Yes No

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 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 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 _____ Expiration Date _____
Type _____ Number _____ Expiration 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

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 and elected 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 DCDD1 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 DCDD1 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:		Clerical Experience:	No. of Years
<input type="checkbox"/> 10-key by touch	_____	<input type="checkbox"/> Receptionist	_____
<input type="checkbox"/> Excel	_____	<input type="checkbox"/> Data Entry	_____
<input type="checkbox"/> Word	_____	<input type="checkbox"/> Bookkeeping	_____
<input type="checkbox"/> Word Perfect	_____	<input type="checkbox"/> Filing	_____
<input type="checkbox"/> PowerPoint	_____	<input type="checkbox"/> Purchasing	_____
<input type="checkbox"/> Other:	_____	<input type="checkbox"/> Secretarial	_____
	_____	<input type="checkbox"/> Records Management	_____
	_____	<input type="checkbox"/> Cashier (electronic)	_____
	_____	<input type="checkbox"/> Other	_____
	_____		_____
	_____		_____
	_____		_____
	_____		_____

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.
<input type="checkbox"/> Welding	_____	<input type="checkbox"/> Backhoe	_____
<input type="checkbox"/> Construction (specify areas worked)	_____	<input type="checkbox"/> Front End Loader	_____
<input type="checkbox"/> Fence Work	_____	<input type="checkbox"/> Commercial Mower	_____
<input type="checkbox"/> Setting grades	_____	<input type="checkbox"/> Tractor	_____
<input type="checkbox"/> Plumbing	_____	<input type="checkbox"/> Trailer	_____
<input type="checkbox"/> Carpentry	_____	<input type="checkbox"/> Skidsteer	_____
<input type="checkbox"/> Electrical	_____	<input type="checkbox"/> Other	_____
<input type="checkbox"/> Small engine maintenance & repair	_____		_____
<input type="checkbox"/> Auto mechanic	_____		_____
<input type="checkbox"/> Sign maintenance	_____		_____
<input type="checkbox"/> Groundskeeping/landscaping	_____		_____
<input type="checkbox"/> Other	_____		_____
	_____		_____
	_____		_____
	_____		_____
	_____		_____
	_____		_____
	_____		_____
	_____		_____
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