

# County of Potter

STATE OF TEXAS

HUMAN RESOURCES  
900 S. POLK, SUITE 705  
AMARILLO, TEXAS 79101-3412



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**JANIE BROWN**  
DIRECTOR OF HUMAN RESOURCES

## ***This application cannot be completed online!!***

Dear Applicant,

Please print and complete the Potter County Employment Application and return, with original signature, to Potter County Human Resource Department. We are located in the Santa Fe Building at 900 S. Polk, Ste. 705, Amarillo, TX 79101. The application can either be mailed or hand delivered to the Human Resource Department and must be received by the deadline stated on the posting. You are welcome to fax the application, but please take note that your application will not be sent to the hiring office until we receive the original.

If there is more than one position you are applying for, a new application must be completed for ***each*** position for which you wish to apply. Applications are not kept on file, so if you wish to apply for a new position at a later time, you must complete a new application.

The application must be completed in its entirety. A resume' may be attached, but is not required.

If you are applying for a position with the Potter County Sheriff's Office, **DO NOT** use this application. The application for the Sheriff's Office can be downloaded from their website ([www.pottercountysheriff.org](http://www.pottercountysheriff.org)). This application is only good for positions currently posted on Potter County's website under County Job Listings.

Potter County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provisions of services.

If you have questions concerning this application or job posting(s), contact the Potter County Human Resource Department at 806-349-4831.

Thank you for applying.

Potter County  
Personnel Department  
900 S. Polk, Suite 705  
Amarillo, Texas 79101-3412

**APPLICATION FOR  
POTTER COUNTY  
EMPLOYMENT  
An Equal Opportunity Employer**

Offices:  
7<sup>TH</sup> Floor  
Santa Fe Bldg  
806-349-4831

**"POTTER COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND CONSIDERS APPLICATIONS WITHOUT REGARD TO RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE, DISABILITY OR ANY OTHER LEGALLY PROTECTED STATUS."**

POSITION APPLIED FOR \_\_\_\_\_ DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

(Last)

(First)

(Middle)

ADDRESS: \_\_\_\_\_

(Street)

(City)

(State)

(Zip)

TELEPHONE: \_\_\_\_\_ SOCIAL SECURITY NUMBER: \_\_\_\_\_

(Home)

(Other)

Under what other names have you been employed?

Have you previously been employed by Potter County? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, when \_\_\_\_\_

Check one or more types of employment you will accept: Regular \_\_\_\_\_ Temporary \_\_\_\_\_ Part-Time \_\_\_\_\_

List any relatives employed by Potter County \_\_\_\_\_

(Name)

(Relationship)

Have you been informed of and do you understand the requirements of the job for which you are applying? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, can you perform the functions of the job with or without a reasonable accommodation? Yes \_\_\_\_\_ No \_\_\_\_\_

**EMPLOYMENT EXPERIENCE: List present or most recent position first. Resume may be attached for additional information.**

From \_\_\_\_\_ To \_\_\_\_\_ Job Title \_\_\_\_\_ Hourly Rate/Salary \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Reason for leaving \_\_\_\_\_ Supervisor \_\_\_\_\_

Description of Work \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Job Title \_\_\_\_\_ Hourly Rate/Salary \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Reason for leaving \_\_\_\_\_ Supervisor \_\_\_\_\_

Description of Work \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Job Title \_\_\_\_\_ Hourly Rate/Salary \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Reason for leaving \_\_\_\_\_ Supervisor \_\_\_\_\_

Description of Work \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Job Title \_\_\_\_\_ Hourly Rate/Salary \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Reason for leaving \_\_\_\_\_ Supervisor \_\_\_\_\_

Description of Work \_\_\_\_\_

**MILITARY SERVICE:**

Branch: \_\_\_\_\_ Dates of Service: \_\_\_\_\_ Rank at Discharge: \_\_\_\_\_

Duties: \_\_\_\_\_

Are you a member of the National Guard or Reserve: Yes \_\_\_\_\_ No \_\_\_\_\_ Active \_\_\_\_\_ Inactive \_\_\_\_\_

**LICENSES:**

If the position for which you are applying requires possession of a license or certification, please provide this information:

Type: \_\_\_\_\_ Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Type: \_\_\_\_\_ Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

High School	No. of Years Completed	Did you graduate? Yes _____ No _____	GED? Yes _____ No _____
College	No. of Years Completed	Did you graduate? Yes _____ No _____	Degree/Major Subject
Graduate/Professional	No. of Years Completed	Did you graduate? Yes _____ No _____	Degree/Major Subject
Trade, Business or Correspondence School	No. of Years Completed	Did you graduate? Yes _____ No _____	Degree/Major Subject

**ADDITIONAL INFORMATION:**

Have you ever been convicted of or plead guilty or no contest to a criminal offense other than a traffic offense? (Traffic offense means an offense involving use of a vehicle for which you received a citation instead of being arrested.) Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain, including the offense, date and location of each conviction. (A conviction will not necessarily disqualify you from employment for most Potter County jobs.)

\_\_\_\_\_

\_\_\_\_\_

Do you currently use illegal drugs? Yes \_\_\_\_\_ No \_\_\_\_\_

Specify equipment, office machines or computer programs you operate: \_\_\_\_\_

\_\_\_\_\_

Indicate any foreign languages you can speak, read or write:

	Fluent	Good	Fair
Speak			
Read			
Write			

State any additional information that may be helpful in considering your application: \_\_\_\_\_

\_\_\_\_\_

Person to be notified in case of emergency:

\_\_\_\_\_

(Name) (Address) (Phone)

REFERENCES: List three persons, other than relatives, who have knowledge of your character, experience or ability.

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Occupation: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**APPLICANT'S STATEMENT**

I certify that answers given herein are true and complete to the best of my knowledge. I understand that any false or incomplete statements may cause my application to be rejected. If I am hired, I understand that false or misleading information given in my application or interview(s) may result in dismissal. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. If the job for which I am applying requires operation of a motor vehicle, I authorize Potter County to check my driving record. I understand and acknowledge that any employment relationship with Potter County is "at will", which means that an employee may resign at any time and Potter County, through its elected officials and department heads, may discharge any employee at any time with or without cause and with or without notice. I understand that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by the Potter County Commissioners Court. I understand that Potter County may amend any personnel policy or term of my employment at any time, without prior notice. I understand that I am required to abide by all rules and regulations of Potter County.

TODAY'S DATE: \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_