

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: \_\_\_\_\_



EEO DATA CARD

**DISCLAIMER:** *This information does not become a part of the hiring process, nor will the information be considered by those involved in the hiring process. This data is being collected under EEOC monitoring requirements.*

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

SOCIAL SECURITY NUMBER: \_\_\_\_\_ MALE ( ) FEMALE ( )

DATE OF BIRTH: \_\_\_\_\_

**CHECK ONE ONLY:**

- ( ) White (but not of Hispanic origin)
- ( ) Black (but not of Hispanic origin)
- ( ) Hispanic: All person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race
- ( ) Asian or Pacific Islanders
- ( ) American Indian or Alaskan Native

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

**WHERE DID YOU LEARN ABOUT THIS JOB? (Please be very specific):**

\_\_\_\_\_ Newspaper – Name of Newspaper      \_\_\_\_\_ Potter County Website

\_\_\_\_\_ Other Website (Please specify)      \_\_\_\_\_ Other (Please specify)

SIGNATURE: \_\_\_\_\_