



**Travis Central Appraisal District
Employment Application**

An Equal Opportunity, Reasonable
Accommodation Employer

Human Resources Department
P.O. Box 149012
Austin, Texas 78714-9012

Office at
8314 Cross Park Drive
Austin, Texas 78754
(512) 834-9317
www.traviscad.org

This application must be fully completed. Resumes may be accepted for whatever additional information they contain, but not in place of a completed application.

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

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

Telephone _____ Social Security No. _____
(Personal) (Alternate)

Would you accept Part Time Employment? Yes No Temporary Employment? Yes No

Position Applied For _____ Job Order No. _____

PREVIOUS EMPLOYMENT: List all employment experience. Begin with your present or last position and work back. Provide sufficient qualifying experience data. Please explain all periods of unemployment exceeding 90 days. Please indicate the number of hours per week for Part time positions held.

Under what other names have you been employed? _____

May we contact: Your Present employer? Yes No Your former employer (s)? Yes No

From _____ To _____ Job Title _____ Salary _____ (Month) (Year) (Month) (Year)
Employer _____ Address _____
Description of Work _____ _____
Reason for Leaving _____
Name of Supervisor & Phone Number _____

From _____ To _____ Job Title _____ Salary _____ (Month) (Year) (Month) (Year)
Employer _____ Address _____
Description of Work _____ _____
Reason for Leaving _____
Name of Supervisor & Phone Number _____

From _____ To _____ Job Title _____ Salary _____ (Month) (Year) (Month) (Year)
Employer _____ Address _____
Description of Work _____ _____
Reason for Leaving _____
Name of Supervisor & Phone Number _____

EMPLOYMENT HISTORY (CONTINUED)

From _____ To _____ Job Title _____ Salary _____
 (Month) (Year) (Month) (Year)

Employer _____ Address _____

Description of Work _____

Reason for Leaving _____

Name of Supervisor & Phone Number _____

From _____ To _____ Job Title _____ Salary _____
 (Month) (Year) (Month) (Year)

Employer _____ Address _____

Description of Work _____

Reason for Leaving _____

Name of Supervisor & Phone Number _____

From _____ To _____ Job Title _____ Salary _____
 (Month) (Year) (Month) (Year)

Employer _____ Address _____

Description of Work _____

Reason for Leaving _____

Name of Supervisor & Phone Number _____

EDUCATION AND TRAINING: A copy of your high school diploma/GED certificate may be required at time of interview.
 Did you graduate from high school or receive a GED Certificate? Yes No

College, University, Trade Business or Correspondence School Completed	Applicants may be required to present proof of graduation	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name of School	Specialty or Major	Degree Earned/Date

Current Licenses / Certificates / Registrations (Optional, unless required for the position for which you are now applying)

Drivers _____ Number _____ Expiration Date _____

Type _____ Number _____ Expiration Date _____

Type _____ Number _____ Expiration Date _____

Languages (Optional, unless required for the position for which you are now applying)

Speak

Read

Write

Equipment or office machines you operate _____

Additional experience and /or training you have had which, in your opinion, would qualify you for the position you seek.

Are you related to any member of the Board of Directors or any person now employed by the Appraisal District? Yes No

(Name)

(Department)

(Relationship)

MILITARY SERVICE:

Branch of Service: _____ Dates of Service: _____

Are you in the Active Reserve? Yes No If yes, what Branch: _____

Have you been convicted of a crime during the past ten years? Yes No

If yes, list ALL such offenses and state date, name of Court, and disposition. (You may omit minor violations for which you paid a fine of \$50 or less). *A conviction does not mean you cannot be hired. The offense and how recently you were convicted will be evaluated along with your qualifications in relation to the job for which you are applying.*

(Optional)

Referral Source: Advertisement Walk-in Employee

Government Employment Agency Internet/Website Other _____
(ie. Business School or College)
Please List

Please Read Carefully

I certify that I have made no willful misrepresentations in this application and I have not withheld information in my statements and answers to questions. I am aware that the information I have given in my application will be investigated, with my full permission, and that any misrepresentations or omissions may cause my application to be rejected, or may cause dismissal if I am hired before such misrepresentations or omissions are discovered. I am also aware that my application is subject to the Open Records Act (Article 6252-17a, V.T.C.S.), and may be released as a public document.

I understand that Travis Central Appraisal District is an at will employer, which means that employment may be terminated at any time with or without cause. I understand that no representative of the Travis Central Appraisal District has the authority to promise me employment for a specified period of time or to waive Travis Central Appraisal District status as an at will employer.

I understand that this appointment will be at the discretion of the Supervisor concerned, subject to the approval of the Chief Appraiser. I also understand that this application is the property of the Travis Central Appraisal District and will become a part of my personnel file if I am hired.

Federal law prohibits the employment of unauthorized aliens. If hired, all persons will be required to provide documents that prove identity and employment authorization within three days of hire or in accordance with the regulations established by law. Failure to submit such proof within the required time shall result in immediate employment termination.

Signature of Applicant: _____ Date: _____