



Travis County Human Resources Management Department

1010 Lavaca Street, 2nd Floor
(corner of West 11th & Lavaca)
www.co.travis.tx.us

P.O. Box 1748
Austin, TX 78767
(512) 854-9165 Voice

EMPLOYMENT APPLICATION

Travis County is an equal opportunity employer and complies with the Americans with Disabilities Act. If you require an accommodation in order to complete this application, please request assistance from the Travis County Human Resources Office.

Please type or use black ink

PERSONAL

Name:			SSN:
Address			Home Telephone: ()
City:	State:	Zip:	Other Telephone: ()
Email:			

Are you eligible to work in the United States?	☐ Yes	☐ No
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Are you or have you been employed with Travis County?	☐ Presently employed	☐ Previously employed
☐ Yes ☐ No	From:	From: To:

POSITION APPLIED FOR:

TITLE CODE:

MILITARY SERVICE

Branch of Service:	Dates of Service:
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EDUCATION

Did you graduate High School or achieve a GED?		☐ Yes	☐ No
University, College, Trade, Business or Correspondence School Completed	Applicants may be required to present proof of graduation	Did you graduate? ☐ Yes ☐ No	
Name of School	Specialty or Major	Degree Earned/Date	

TRAINING/SKILLS

Are you bilingual?	☐ Yes	☐ No	Language:
List training/skills which would qualify you for the position you seek.			

LICENSES/CERTIFICATES

List all current and valid licenses you hold such as Driver, TCLEOSE, Attorney, Engineer, Accountant, etc.		
Type	Number	Expiration Date
Drivers License – Operator/Commercial		

EMPLOYMENT HISTORY

List all employment (including military service) years relevant to the position for which you are applying. Begin with your present or most recent job and work back. Add sheets as needed.

Job Title:	Supervisor Name/Title:	
Employer:	Number of Employees Supervised:	
Address:	Employment Dates: (Month, Year)	
City, State, Zip:	From:	To:
Employer Telephone: ()	☐ Full-time ☐ Part-time	Salary:
Description of Work:	May we contact this employer? ☐ Yes ☐ No	

Reason for leaving:

Job Title:	Supervisor Name/Title:	
Employer:	Number of Employees Supervised:	
Address:	Employment Dates: (Month, Year)	
City, State, Zip:	From:	To:
Employer Telephone: ()	☐ Full-time ☐ Part-time	Salary:
Description of Work:	May we contact this employer? ☐ Yes ☐ No	

Reason for leaving:

EMPLOYMENT HISTORY, continued

List all employment (including military service) years relevant to the position for which you are applying.

Job Title:	Supervisor Name/Title:	
Employer:	Number of Employees Supervised:	
Address:	Employment Dates: (Month, Year)	
City, State, Zip:	From:	To:
Employer Telephone: ()	☐ Full-time ☐ Part-time	Salary:
Description of Work:	May we contact this employer? ☐ Yes ☐ No	

Reason for leaving:

Job Title:	Supervisor Name/Title:	
Employer:	Number of Employees Supervised:	
Address:	Employment Dates: (Month, Year)	
City, State, Zip:	From:	To:
Employer Telephone: ()	☐ Full-time ☐ Part-time	Salary:
Description of Work:	May we contact this employer? ☐ Yes ☐ No	

Reason for leaving:

Job Title:	Supervisor Name/Title:	
Employer:	Number of Employees Supervised:	
Address:	Employment Dates: (Month, Year)	
City, State, Zip:	From:	To:
Employer Telephone: ()	☐ Full-time ☐ Part-time	Salary:
Description of Work:	May we contact this employer? ☐ Yes ☐ No	

Reason for leaving:

EMPLOYMENT HISTORY, continued

List all employment (including military service) years relevant to the position for which you are applying.

Job Title:	Supervisor Name/Title:	
Employer:	Number of Employees Supervised	
Address:	Employment Dates: (Month, Year)	
City, State, Zip:	From:	To:
Employer Telephone: ()	☐ Full-time ☐ Part-time	Salary:
Description of Work:	May we contact this employer? ☐ Yes ☐ No	

Reason for leaving:

BACKGROUND

Have you ever been convicted of any crime other than a minor traffic violation?	☐ Yes	☐ No
If yes, list ALL such offenses: <i>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.</i>		

APPLICATION SOURCE – How did you hear about this job vacancy?

☐ Career/Job Fair	☐ Travis County Employee
☐ TV/Channel 17	☐ Texas WorkSource Center
☐ Walk-In	☐ Other:
☐ Newspaper	Name:
☐ Internet Web Site	Name:

I certify that I have made no willful misrepresentations in this application, nor have I withheld information in my statements and answers to questions. I am aware that the information given by me in my application will be investigated, with my full permission, and that any misrepresentation or omissions may cause my application to be rejected.

Signature of Applicant :

Date: