

Application for Employment

PANHANDLE GROUNDWATER CONSERVATION DISTRICT

P.O. Box 637 White Deer, Texas 79097 Phone 806-883-2501

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

(PLEASE PRINT OR TYPE)

Date of
Application _____

Last Name _____ First Name _____ MI _____

Address _____

Number _____ Box or _____ Street _____ City _____ State _____ Zip _____

Telephone Number _____

Social Security Number _____

Date of Birth _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you a U. S. Citizen? Yes No Minimum Salary Acceptable _____

On what date would you be available for work? _____

Are you able to work: _____ Full Time _____ Part Time _____ Shift Work _____ Temporary

Have you been convicted of a felony? Yes No
(Conviction will not necessarily disqualify applicant from employment.)

If yes, please explain _____

Employment Experience:

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

If you need additional space, please continue on a separate sheet of paper.

Employer _____

Address City State Zip Code

Telephone Number(s) _____

Dates Employed: From _____ To _____

Hourly Rate/Salary Starting _____ Final _____

Job Title _____ Work Performed _____

Name of Supervisor _____

Reason for leaving:

Employer_____

Address City State Zip Code

Telephone Number(s)_____

Dates Employed: From _____ To _____

Hourly Rate/Salary Starting _____ Final _____

Job Title _____ Work Performed _____

Name of Supervisor _____

Reason for leaving:

Employer_____

Address City State Zip Code

Telephone Number(s)_____

Dates Employed: From _____ To _____

Hourly Rate/Salary Starting _____ Final _____

Job Title _____ Work Performed _____

Name of Supervisor _____

Reason for leaving:

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.-

Computer Skills

- | | | |
|--------------------|-----|----|
| • Microsoft Office | Yes | No |
| • SQL | Yes | No |
| • LINUX | Yes | No |
| • Arc View GIS | Yes | No |
| • QuickBooks Pro | Yes | No |
| • Adobe | Yes | No |

Education

Elementary School ___ High School _____ Undergraduate _____
Graduate ____

School Name and Location

Graduate/ Professional _____

Years Completed 1 2 3 4

College/University _____

Years Completed 1 2 3 4

Diploma/Degree

Describe Course of Study

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any honors you have received.

State any additional information you feel may be helpful to us in considering your application.

Indicate any foreign language you can speak, read and / or write and how proficiency (fluent, good, or fair).

SPEAK
READ
WRITE

List professional, trade, business or civic activities and offices held
You may exclude membership which would reveal sex, race religion, national origin, age, ancestry, or handicap or other protected status:

References

Give name, address and telephone number of three references who are not related to you and are not previous employers.

1.

2.

3.

Have you ever had any job-related training in the United States military?

Yes No

If yes, please describe _____

**The Minimum Job Requirements for the Positions of
are as follows:**

(LIST REQUIREMENTS FOR THE JOB TO BE FILLED SUCH AS THE LIST BELOW.)

Bachelor's Degree in Data Technology, Engineer or a graduate of the U.S. Military Related Program.

21 Years of Age.

Have a valid Texas Driver's license.

Qualify for Vehicle Liability Insurance coverage.

60 Hours of college or 5 years job related experience.

Read, write, speak and understand the English language.

Typing and computer skills must proficient in Data base and GIS programs.

Be able to lift and carry 50 pounds of weight.

Read and follow directions on legal ownership maps or other maps used by the District to locate wells and areas of land.

The above listed requirements of the job will be assessed during the application and screening process and at the end of the ninety (90) day trial period.

Do you feel you are able to meet or exceed the above listed requirements? Yes No

Do you understand that if you are hired, the job will not become a permanent job until after the end of the ninety (90) day trial period and a second evaluation has been completed?

Yes No

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with Panhandle Groundwater Conservation District is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood 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 an authorized executive of Panhandle Groundwater Conservation District.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date