

BASTROP CENTRAL APPRAISAL DISTRICT

APPLICATION OF EMPLOYMENT

Print or use computer. Complete all items. All information submitted is subject to verification. A false or misleading response may result in disqualification from Bastrop Central Appraisal District employment. **SIGN AND DATE APPLICATION on Page 4. Submission of an application does not guarantee employment or an interview for employment.**

1. Title of position for which you are applying: _____

2. Name: _____
(First) (Middle) (Last)

3. Address: _____
(Number) (Street) (City/State/Zip)

4. Phone(s): _____

5. Check all types of work you will accept:
____ Permanent ____ Temporary ____ Full Time ____ Part Time

6. When would you be available to start work? _____

7. EDUCATION

High School Graduate ____ Yes ____ No

GED Certificate ____ Yes ____ No

List all Colleges or Universities attended:

Name of School	Location	Dates	Type of Degree

8. EXPERIENCE

Start with present or most recent position. Attach additional sheet of paper if necessary. Civilian or military experience acquired more than 10 years ago may be omitted if inapplicable to the position you are now seeking.

May inquiry be made of your present employer regarding your qualification and record of employment? ____ Yes ____ No

Employer's Name and Address	Type of Business	
Dates Employed	Your Title	Supervisor's Name
Starting Salary	Present or Final Salary	
Description of duties, responsibilities and accomplishments		

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SPECIAL QUALIFICATIONS AND SKILLS

List qualifications and skills you possess which are required for the job as stated in the official announcement of vacancy or job description, such as a driver's license (type and number), computer proficiency, ability to operate specialized machinery or equipment, or professional registration or licensing. Indicate any training you have had which is directly related to the job for which you are applying:

10. Have you been fired or asked to resign from a job within the last five years?
 Yes No

11. Have you ever been convicted of a crime in court? Yes No
You may exclude minor traffic violations. A criminal record will not necessarily disqualify you from employment. Your case will be considered in relationship to the requirements of the particular job.

12. Do you or does your spouse have any relatives presently working or holding office within the Bastrop Central Appraisal District? Yes No
Bastrop Central Appraisal District policy prohibits or limits hiring of relatives of Bastrop Central Appraisal District or officials in certain circumstances.

13. **REMARKS OR ADDITIONAL INFORMATION**

14. **REFERENCES**

List three persons who can attest to your qualifications, competency and reliability.

Name	Position	Phone(s)

15. **CERTIFICATION**

I hereby certify that the statements contained herein are true, complete, and correct to the best of my knowledge.

Signature in ink

Date

Applications may be emailed to resumes@bastropcad.org, ATTN: Gayle Junker or hand-delivered to the Bastrop CAD office at 212 Jackson Street, Bastrop TX, by the job closing date.

If mailing, applications must be post-marked by the closing date. Please use the following mailing address:

Bastrop CAD
Attn: Gayle Junker
P.O. Drawer 578
Bastrop TX 78602