



An Equal Opportunity Employer

Human Resource Department
2500 Handley-Ederville Road
Fort Worth, Texas 76118
www.tad.org

APPLICATION FOR EMPLOYMENT

This application must be fully completed. Resumes may be accepted, but will not take the place of a completed application.

Name (Last) (First) (Middle) Date

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

Telephone (Personal) (Alternate)

Position Applied For
If your application is considered favorably, on what date will you be available for work?

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
May we contact: Your present employer: Your former employer(s)?

Form box for previous employment entry 1, including fields for From, To, Job Title, Salary, Employer, Address, Description of Work, Reason for Leaving, Name of Supervisor, and Phone Number.

Form box for previous employment entry 2, including fields for From, To, Job Title, Salary, Employer, Address, Description of Work, Reason for Leaving, Name of Supervisor, and 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 _____

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? _____

College, University, Trade Business or Correspondence School Completed	Applicants may be required to present proof of graduation	
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? _____

(Name)	(Department)	(Relationship)
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MILITARY SERVICE:

Branch of Service: _____ Dates of Service: _____

Have you been convicted of a crime during the past ten years? _____
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.*

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 the Tarrant 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 Tarrant Appraisal District has the authority to promise me employment for specified period of time or to waive the Tarrant 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 Tarrant 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: _____