



U. S. CITIZEN, CAN YOU AFTER EMPLOYMENT SUBMIT VERIFICATION OF YOUR LEGAL RIGHT TO WORK PERMANENTLY IN THE UNITED STATES?  
 YES  NO  FAILURE TO PROVIDE SUCH PROOF, WILL LEGALLY CANCEL THIS APPLICATION AND/OR SEPARATION FROM SERVICE IN THE EVENT OF EMPLOYMENT.

ARE YOU WORKING OR HAVE YOU EVER WORKED FOR KLEBERG COUNTY? [ ] NO [ ] YES  If yes, Dept: _____  Date: _____	CHECK THE TYPE OF WORK YOU WOULD ACCEPT: <input type="checkbox"/> REGULAR FULL TIME <input type="checkbox"/> REGULAR PART TIME <input type="checkbox"/> TEMPORARY
ALL POSITIONS REQUIRE THAT YOU HAVE RELIABLE TRANSPORTATION, SHOW PROOF OF PROPER LIABILITY INSURANCE FOR YOUR VEHICLE AND POSSESS A VALID DRIVERS LICENSE. PLEASE COMPLETE THE FOLLOWING:  DRIVER'S LICENSE NO.: _____ STATE: _____ EXPIRATION: ____/____/____ WHAT CLASS OF LICENSE DO YOU HAVE? _____	

**PERSONAL HISTORY**

RESIDENCE: LIST ALL ADDRESSES WHERE YOU HAVE LIVED DURING THE PAST 5 YEARS, BEGINNING WITH PRESENT ADDRESS. LIST DATE BY MONTH AND YEAR.

MONTH \_\_\_\_\_ YEAR \_\_\_\_\_ ADDRESS \_\_\_\_\_

MONTH \_\_\_\_\_ YEAR \_\_\_\_\_ ADDRESS \_\_\_\_\_

**COMPUTER EXPERIENCE**

Do you have prior computer experience?  Yes  No

If Yes, check programs your familiar with.

Windows 2000     Windows XP     Microsoft Word     Microsoft PowerPoint  
 Microsoft Access     Microsoft Excel     Microsoft Works     Microsoft Publisher  
 Others (list below)

1. \_\_\_\_\_ 3. \_\_\_\_\_

2. \_\_\_\_\_ 4. \_\_\_\_\_

Briefly describe your computer related activities with your previous employers.

\_\_\_\_\_

\_\_\_\_\_

**EDUCATION & TRAINING**

ATTACH COPY OF YOUR TRANSCRIPT(S), DIPLOMA OR CERTIFICATE FOR THE HIGHEST LEVEL OF EDUCATION ATTAINED.

School	Name of School and Complete Address	Full Time	Part Time	Fields of Study and Special Courses	Number of Hours Completed	Diploma or Degree	Grade Point Average
High School							
College							
Other							
Other							
GED							
Circle the highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 13 14							

WHAT LANGUAGES (OTHER THAN ENGLISH) DO YOU SPEAK FLUENTLY?

READ?  Yes  No      WRITE?  Yes  No

IF YOU HOLD ANY LICENSE, CERTIFICATE OR OTHER PROOF OF PROFESSIONAL DEVELOPMENT RELATED TO THE POSITION YOU SEEK, COMPLETE THIS SECTION AND PROVIDE A COPY WITH YOUR APPLICATION. EXAMPLE, LCDC, DWI INSTRUCTOR, ETC.

LICENSES/CERTIFICATIONS		
DATE	ISSUING AGENCY	EXPIRATION DATE

**SALARY EXPECTED**

Per Hour	\$
Annually	\$

**ARRESTS, DETENTIONS AND LITIGATION:**

HAVE YOU EVER BEEN ARRESTED, DETAINED BY POLICE OR SUMMONED INTO COURT? YES  NO

IF YES, COMPLETE THE FOLLOWING:

CRIME CHARGED \_\_\_\_\_

DATE CHARGED \_\_\_\_\_

POLICE AGENCY  
(CITY/STATE) \_\_\_\_\_

DISPOSITION OF CASE \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A FELONY OR PLEADED NO CONTEST OR BEEN CONVICTED OF A MISDEMEANOR RESULTING IN IMPRISONMENT OR A FINE OVER \$500 DURING THE LAST TEN YEARS? IF YES, PLEASE EXPLAIN: \_\_\_\_\_

HAVE YOU EVER BEEN INVOLVED AS A PARTY IN A CIVIL LITIGATION?

YES  NO  IF YES, GIVE DATE, LOCATION AND REASONS.

**PERSONAL REFERENCES**

PLEASE PROVIDE THREE PERSONAL REFERENCES WHO KNOW YOU WELL ENOUGH TO PROVIDE CURRENT INFORMATION ABOUT YOU. DO NOT INCLUDE RELATIVES OR FORMER EMPLOYERS.

Name	occupation	place of employment	phone	years known

**PROFESSIONAL MEMBERSHIP IN ORGANIZATIONS**

Name	Address	Dates of Membership (month/year)

### WORK HISTORY

Position Held:		Employer:
Start Date	End Date:	Supervisor:
		Phone Number:
		Street Address:
Start Salary	End Salary:	City:
		Street Address:
		State & Zip:
Describe the job with 3 or more examples of tasks performed and areas of responsibility		
Reason(s) for leaving:		

Position Held:		Employer:
Start Date	End Date:	Supervisor:
		Phone Number:
		Street Address:
Start Salary	End Salary:	City:
		Street Address:
		State & Zip:
Describe the job with 3 or more examples of tasks performed and areas of responsibility		
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Start Date	End Date:	Supervisor:
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Position Held:		Employer:
Start Date	End Date:	Supervisor:
		Phone Number:
		Street Address:
Start Salary	End Salary:	City:
		Street Address:
		State & Zip:
Describe the job with 3 or more examples of tasks performed and areas of responsibility		
Reason(s) for leaving:		

**PLEASE READ CAREFULLY AND ANSWER ALL QUESTIONS**

- 1. CAN YOU PERFORM THE FUNCTIONS OF THIS POSITION  WITH  
 OR WITHOUT ACCOMMODATIONS?

IF YOU CAN PERFORM THE JOB FUNCTIONS WITH ACCOMMODATION (S), PLEASE EXPLAIN THE TYPE OF ACCOMMODATIONS (S) REQUIRED AND HOW YOU WOULD PERFORM THE FUNCTIONS.

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- 2.  YES  NO

HAVE YOU BEEN DISMISSED OR ASKED TO RESIGN FROM A JOB WITHIN THE LAST FIVE (5) YEARS?

- 3.  YES  NO

DO YOU OR DOES YOUR SPOUSE HAVE ANY RELATIVES WORKING FOR OR HOLDING OFFICE IN THE KLEBERG COUNTY GOVERNMENT?

Name(s): \_\_\_\_\_  
Dept: \_\_\_\_\_

Name(s): \_\_\_\_\_  
Dept: \_\_\_\_\_

- 4.  YES  NO ARE THERE ANY INCIDENTS IN YOUR LIFE OR DETAILS NOT MENTIONED HEREIN WHICH MAY INFLUENCE THIS DEPARTMENT'S EVALUATION OF YOUR SUITABILITY FOR EMPLOYMENT. IF SO, PLEASE EXPLAIN.

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I REALIZE THAT AN INVESTIGATION WILL BE MADE IN PROCESSING MY APPLICATION FOR EMPLOYMENT. I HAVE NO OBJECTIONS TO THE VERIFICATION OF THE INFORMATION SET OUT IN THIS APPLICATION AND THE DEVELOPMENT OF BACKGROUND INFORMATION FROM OTHERS SUCH AS FAMILY MEMBERS, BUSINESS ASSOCIATES, FINANCIAL SOURCES, OR OTHER ACQUAINTANCES AND FROM RECORDS OF LAW ENFORCEMENT DEPARTMENTS INCLUDING A COMPUTERIZED CRIMINAL HISTORY.

### READ CAREFULLY BEFORE SIGNING

I UNDERSTAND THAT ANY ATTACHMENT I MAKE TO THIS APPLICATION FORM BECOMES PROPERTY OF THE KLEBERG-KENEDY COUNTY CSCD/KLEBERG COUNTY JUVENILE PROBATION AND WILL NOT BE RETURNED. I UNDERSTAND THAT SHOULD THERE BE A CHANGE IN ADDRESS, HOME PHONE NUMBER OR MY NAME, I MUST NOTIFY THIS DEPARTMENT WITHIN 10 WORKING DAYS. I UNDERSTAND THAT IF EMPLOYED, AS A CONDITION OF MY EMPLOYMENT, I MUST PROVIDE THE KLEBERG-KENEDY COUNTY CSCD/KLEBERG COUNTY JUVENILE PROBATION WITH PROOF OF MILITARY SERVICE (IF APPLICABLE), SOCIAL SECURITY NUMBER, AVAILABILITY TO WORK IN THE U. S. AND EDUCATION.

I UNDERSTAND THAT IF I AM OFFERED A JOB, I WILL BE REQUIRED TO PASS A CRIMINAL BACKGROUND CHECK AND A DRUG TEST.

I UNDERSTAND THAT THE INFORMATION GIVEN BY ME IN MY APPLICATION WILL BE INVESTIGATED. I AUTHORIZE THE KLEBERG-KENEDY COUNTY CSCD/KLEBERG COUNTY JUVENILE PROBATION TO OBTAIN FROM PERSONAL REFERENCES, FROM EDUCATIONAL INSTITUTIONS, AND FROM MY FORMER AND CURRENT EMPLOYERS, ALL DATA NEEDED TO SUPPORT THIS APPLICATION. I UNDERSTAND THAT MISREPRESENTATION IN THIS APPLICATION WILL BE CONSIDERED JUST CAUSE FOR REJECTION FROM EMPLOYMENT OR DISMISSAL FROM EMPLOYMENT.

I UNDERSTAND THAT AS A CONDITION OF EMPLOYMENT WITH THIS DEPARTMENT, I AGREE TO ABIDE BY THE DRUG FREE WORKPLACE POLICY, AS WELL AS ALL OTHER ORGANIZATIONAL POLICIES AND REGULATIONS.

I UNDERSTAND THAT JUST AS I AM FREE TO RESIGN AT ANY TIME, THE EMPLOYER RESERVES THE RIGHT TO TERMINATE MY EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE AND WITHOUT PRIOR NOTICE. I UNDERSTAND THAT NO REPRESENTATIVE OF THE EMPLOYER HAS THE AUTHORITY TO MAKE ASSURANCES TO THE CONTRARY. KLEBERG COUNTY POLICY 17.05 DISMISSAL.

County  
Policy  
17.05  
Dismissal

There is no tenure or permanent lifetime employment or appointment with Kleberg County, and not all dismissals should be considered disciplinary in nature. Employment with Kleberg County is on an at-will basis, and either the employee or the employer may terminate the employment relationship at any time with or without reason.

#### EQUAL EMPLOYMENT OPPORTUNITY POLICIES

THE KLEBERG-KENEDY COUNTY CSCD/KLEBERG COUNTY JUVENILE PROBATION COMPLIES WITH THE KLEBERG COUNTY POLICY 1.07 WHICH STATES "KLEBERG COUNTY IS COMMITTED TO PROVIDING EQUAL EMPLOYMENT OPPORTUNITY WITHOUT REGARD TO RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY OR VETERAN STATUS, AS REQUIRED BY STATE AND FEDERAL LAWS. THE COUNTY'S COMMITMENT EXTENDS TO ALL EMPLOYMENT-RELATED DECISIONS, TERMS AND CONDITIONS OF EMPLOYMENT.

SIGN: \_\_\_\_\_ DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



**AUTHORIZATION TO RELEASE INFORMATION**

**TO:** \_\_\_\_\_

I HEREBY REQUEST AND AUTHORIZE YOU TO FURNISH THE KLEBERG-KENEDY COUNTY CSCD/KLEBERG COUNTY JUVENILE PROBATION WITH ANY AND ALL INFORMATION THAT THEY MAY REQUEST CONCERNING MY WORK RECORD, EDUCATIONAL HISTORY, MILITARY RECORD, FINANCIAL STATUS, CRIMINAL RECORD, AND GENERAL REPUTATION. THIS AUTHORIZATION IS SPECIFICALLY INTENDED TO INCLUDE ANY AND ALL INFORMATION OF A CONFIDENTIAL OR PRIVILEGED NATURE AS WELL AS PHOTOCOPIES OF SUCH DOCUMENTS, IF REQUESTED. THE INFORMATION WILL BE USED FOR THE PURPOSES OF DETERMINING MY ELIGIBILITY FOR EMPLOYMENT AS (POSITION) \_\_\_\_\_.

I HEREBY RELEASE YOU AND YOUR ORGANIZATION FROM ANY LIABILITY WHICH MAY OR COULD RESULT FROM FURNISHING THE INFORMATION REQUESTED ABOVE OR FROM ANY SUBSEQUENT USE OF SUCH INFORMATION IN DETERMINING MY QUALIFICATIONS TO SERVE AS (POSITION) \_\_\_\_\_.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINTED OR TYPED NAME OF APPLICANT

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
SOCIAL SECURITY NUMBER

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**EMPLOYMENT STATEMENT**

**ATTENTION ALL APPLICANTS AND EMPLOYEES:**

The Kleberg-Kenedy County CSCD and Kleberg County Juvenile Department rely on grants and funds from the State of Texas for operational expenses on a fiscal year to year basis. The Agency is unable to guarantee continued employment to any employee. As such, employees serve "at will" and no offer or acceptance of employment may be implied or construed to establish a contractual relationship between an applicant or employee and the agency.

It is further understood that this funding is subject to decrease and could require a reduction in employees of the aforementioned departments. You are also advised that salaries are subject to change based upon funds availability and/or the decisions of the District Judge and the County Court at Law Judge.

I fully understand that if budget conditions so dictate, I could be released from employment longevity. I further agree that if I terminate employment owing sick leave or vacation, it may be deducted from my final check or retirement check if necessary.

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**PERSONAL BOND OFFICE**

The Personal Bond Office is operated by the District and County Judges of a judicial district that established the office. However, pursuant to Article 17.42 of the Texas Code of Criminal Procedure, the creation of the Personal Bond Office is subject to the approval of the Commissioners' Court. The Personal Bond Office was established by the Kleberg County Commissioners' Court on December 10, 2001 and by the Kenedy County Commissioners' Court on January 14, 2002. The Kleberg-Kenedy County CSCD relies on the approval and support of the Commissioners' Court to operate this program. If the Commissioners rescind their approval, the Personal Bond Office could cease to operate and your employment would be subject to review for possible termination. As such, employees serve "at will" and no offer or acceptance of employment may be implied or construed to establish a contractual relationship between an applicant or employee and the CSCD.

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Signature

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Date

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Witness

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Date