



Bell County Employment Application Form

Instructions to applicant:

Note: Some Bell County Departments require illegal drug testing, background checks and criminal history reviews.

Applicants must use this form as the official application. Resumes are accepted but do not substitute for an official application. All information on this form is subject to verification. False or misleading responses may result in disqualification for Bell County employment, or discharge from future employment.

Bell County accepts all applications without regard to race, creed, color, religion, sex, age, national origin, marital or veteran status, disability and other protected classifications.

Bell County is an at-will employer. This application does not constitute a contract of employment. In the event Bell County offers employment to you and you accept, your employment and any compensation may be terminated with or without cause and with or without notice, at any time, at the option of either Bell County or yourself.

Mail applications to Bell County Human Resources
P.O. Box 454
Belton, Texas 76513

Or

Submit electronically to laura.hardcastle@co.bell.tx.us

Or

Deliver to the Human Resources Office located at
101 E. Central Avenue (Historic Courthouse)
Third Floor
Belton, Texas

Or

Fax: 254-933-5767

Please print all information except signature

Position applied for: _____

Name _____ Date _____
Last First Middle

Present address _____ Social Security No _____
Number Street Apt#

Home Phone _____
City State Zip Area Code Number

Email _____ Other Phone _____
Area Code Number

If under 18, your age _____, can you provide a work permit? Yes ___ No ___

Employment Desired		
Check all that apply		
Full time only _____	Days only _____	Shift work _____
Part time only _____	Nights only _____	Seasonal _____

- Are you eligible to work in the United States? Yes ___ No ___
- Are you a relative of any Bell County employee or official? Yes ___ No ___ If yes, name and relationship. _____

Does this person supervise the job you are applying for? Yes ___ No ___

- If offered employment, when will you be available to begin? _____
- Have you been fired or asked to resign from a job in the last five years? Yes ___ No ___
 If yes, explain _____
- Have you ever been convicted of a crime in civilian or military court? Yes ___ No ___
 If yes, explain number of convictions, nature of the offenses leading to conviction, dates the offenses were committed, sentence imposed and types of rehabilitation.

- Have you ever served in the armed forces? Yes ___ No ___
- Are you a member of the National Guard? Yes ___ No ___

Specialty _____

Date entered _____ Discharge date _____

Education History

Type of School	Name of School	Location	Years Completed	Major/Degree
High School/GED				
College				
Business/Trade School				
Professional School				
Graduate School				

Driver's License Information

Do you have a driver's license? Yes ___ No ___ License Number _____ State _____

Type/Class of license _____

What is your means of transportation to work? _____

Employment Skills

Do you type? Yes ___ No ___ WPM _____ Computer? PC ___ Mac ___ Mini ___ Mainframe ___ Bilingual? Yes ___ No ___	Word Processing? Yes ___ No ___ WPN _____ 10-key? Yes ___ No ___
Other Skills _____ _____ List any equipment, office machines or software that you can operate.	
Certifications Held _____	

Personal References

Please list two references other than relatives or previous employers.

Name	Address	Relationship	Telephone or Email

Employment History

Please list your work experience for the past four years beginning with your most recent job. If you were self-employed, give firm name. Attach additional sheets as necessary.

Present or Last Position		Employer Name		From Mo/Yr	To Mo/Yr
Street Address			City	State	Zip
Duties			Reason for Leaving		
Start Pay	End Pay	Other Compensation			
Supervisor Name		Supervisor's Telephone			

Next Previous Position		Employer Name		From Mo/Yr	To Mo/Yr
Street Address			City	State	Zip
Duties			Reason for Leaving		
Start Pay	End Pay	Other Compensation			
Supervisor Name		Supervisor's Telephone			

Next Previous Position		Employer Name		From Mo/Yr	To Mo/Yr
Street Address			City	State	Zip
Duties			Reason for Leaving		
Start Pay	End Pay	Other Compensation			
Supervisor Name		Supervisor's Telephone			

Next Previous Position		Employer Name		From Mo/Yr	To Mo/Yr
Street Address			City	State	Zip
Duties			Reason for Leaving		
Start Pay	End Pay	Other Compensation			
Supervisor Name		Supervisor's Telephone			

Employer Contact

I agree that Bell County may contact the employers listed on the previous page.

Signature _____ Date _____

OR

I do not agree to Bell County contacting some of the employers listed on the previous page. Please do not contact:

Reason _____

Signature _____ Date _____

An application form sometimes makes it difficult for an individual to summarize a complete background. Use the space below to provide any additional information necessary to describe your full qualifications for the specific position for which you are applying.

I certify that all of the statements made on this application form are true, complete and correct to the best of my knowledge.

Signature _____ Date _____

Thank you for your application!