



CENTRAL APPRAISAL DISTRICT OF JOHNSON COUNTY

EMPLOYMENT APPLICATION

Applications can be emailed to jcad@johnsoncad.net

Instructions: Print in ink or type. It is important that you answer all questions on this application fully and accurately. If an item does not apply to you or if there is no information to be given, enter "N/A" for not applicable. **Do not leave questions blank.** Be sure to sign when completed. The Central Appraisal District of Johnson County is an Equal Opportunity Employer and considers all applicants for employment without regard to race, color, religion, ethnicity, gender, national origin, age, physical handicap, or any other protected status or classification in accordance with state and federal laws. The Central Appraisal District of Johnson County also provides "reasonable accommodations" to qualified individuals with known disabilities, in accordance with the Americans with Disabilities Act. This application becomes public record and is subject to disclosure.

PERSONAL INFORMATION				
Date Of Application	Position(s) Applied For		Email Address	
How did you learn about us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Walk-In <input type="checkbox"/> Employment Agency <input type="checkbox"/> Relative <input type="checkbox"/> Other:				
Last Name	First Name	Middle Name		
Address	City	State	Zip Code	
Telephone-Home	Telephone-Cell	Telephone-Work		
Are You 18 Years Or Older?	Date Available To Start Work:		Seeking:	
<input type="checkbox"/> Yes <input type="checkbox"/> No	If No, age:		<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time
Days Available To Work:		Times Available To Work:	Are you willing to work overtime as necessary?	
<input type="checkbox"/> Mon. <input type="checkbox"/> Tue. <input type="checkbox"/> Wed. <input type="checkbox"/> Thu. <input type="checkbox"/> Fri. <input type="checkbox"/> Sat. <input type="checkbox"/> Sun.		From:	To:	<input type="checkbox"/> Yes <input type="checkbox"/> No
CITIZENSHIP				
It will be necessary to submit documents as required by law to verify your identification and employment authorization upon employment.				
Are you a U.S. Citizen?	If No, do you have the legal right to work in the United States?			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
MILITARY SERVICE				
A copy of your DD-214 may be required if hired				
Have You Ever Served In The U.S. Armed Forces?	If Yes, Give Dates Of Service		If Yes, Type Of Discharge:	
<input type="checkbox"/> Yes	<input type="checkbox"/> No			
EDUCATION AND TRAINING				
Applicants may be required to provide copies of diploma, degree, transcripts, licenses, certifications, and registrations.				
	Name / Address of School	Course of Study	Date Graduated / Years Completed	Diploma / Degree
High School / GED				
College / University				
Graduate / Professional				
Business / Trade / Other				
Registered Professional Appraiser?			BTPE #	
<input type="checkbox"/> Yes <input type="checkbox"/> No				

SPECIAL TRAINING / QUALIFICATIONS / SKILLS

Computer Skills:

MS Word MS Excel MS Access 10 Key Type _____ words per minute GIS

List all other training or skills you possess that pertain to the position:

Do You Speak, Read Or Write A Language Other Than English?

Yes No

If Yes, What Language(s)?	And How Fluently?	Excellent	Good	Fair
	Speak	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Read	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Write	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DRIVING RECORD

Your driving record will only be considered to the extent you will be doing appraisal district business in your personal vehicle

Have you been issued a citation for any moving traffic violation(s) within the past three (3) years for which you were convicted, served probation, took deferred adjudication or attended driving school?

Yes No

Date	Charge	Location

PERSONAL REFERENCES

People who have personal knowledge of your ability to do the work for which you are applying. (Exclude relatives and previous employers)

Name	How You Are Acquainted	Occupation	City of Residence	Telephone #
Do you have any relatives or acquaintances working for the Central Appraisal District of Johnson County?				
<input type="checkbox"/> Yes <input type="checkbox"/> No				
Name	Relationship / How You Are Acquainted			

CURRENT EMPLOYMENT STATUS

Are you presently employed?

Yes No

If yes, may we contact your present employer?

Yes No

If yes, please list your current job below. Employment history begins on the following page.

Current Job Title

Current Employer / Business	Address	Phone #
Current Manager's Name	Manager's Title	Phone #
Current Employment Type	Start Date	Hourly Rate or Salary Starting Current
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temp.		
Describe Your Duties:		Specific Reason For Wanting To Leave:

EMPLOYMENT HISTORY

List your employment experience, beginning with your current or last position and work back. Include military experience and account for all periods during which you were unemployed. This page may be copied if additional space is needed to account for all employment in the last ten (10) years.

You may submit a resume in addition to your application, but resumes will not substitute for a completed application.

Job Title

Employer / Business

Address

Phone #

Manager's Name

Manager's Title

Phone #

Employment Type

Dates Employed
From (Mo. / Yr.) To (Mo. / Yr.)

Hourly Rate or Salary
Starting Final

Full Time Part Time Seasonal Temp.

Describe Your Duties:

Specific Reason For Leaving:

Job Title

Employer / Business

Address

Phone #

Manager's Name

Manager's Title

Phone #

Employment Type

Dates Employed
From (Mo. / Yr.) To (Mo. / Yr.)

Hourly Rate or Salary
Starting Final

Full Time Part Time Seasonal Temp.

Describe Your Duties:

Specific Reason For Leaving:

EMPLOYMENT HISTORY CONTINUED

List your employment experience, beginning with your current or last position and work back. Include military experience and account for all periods during which you were unemployed. This page may be copied if additional space is needed to account for all employment in the last ten (10) years.

You may submit a resume in addition to your application, but resumes will not substitute for a completed application.

Job Title

Employer / Business	Address	Phone #
Manager's Name	Manager's Title	Phone #
Employment Type	Dates Employed From (Mo. / Yr.)	Hourly Rate or Salary Starting
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temp.	To (Mo. / Yr.)	Final
Describe Your Duties:		Specific Reason For Leaving:

Job Title

Employer / Business	Address	Phone #
Manager's Name	Manager's Title	Phone #
Employment Type	Dates Employed From (Mo. / Yr.)	Hourly Rate or Salary Starting
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temp.	To (Mo. / Yr.)	Final
Describe Your Duties:		Specific Reason For Leaving:

EMPLOYMENT HISTORY CONTINUED

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Employment Type	Dates Employed	
	From (Mo. / Yr.)	To (Mo. / Yr.)
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temp.		
Describe Your Duties:		Specific Reason For Leaving:

Job Title

Employer / Business	Address	Phone #
Manager's Name	Manager's Title	Phone #
Employment Type	Dates Employed	
	From (Mo. / Yr.)	To (Mo. / Yr.)
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temp.		
Describe Your Duties:		Specific Reason For Leaving:

Additional Information:

In the space below, you may provide any additional information that you feel may be helpful to the Central Appraisal District of Johnson County in arriving at a decision concerning your qualifications for employment. Also list professional, trade, business, or civic activities and any offices held if related to the job for which you are applying.

**PLEASE READ THE FOLLOWING STATEMENT CAREFULLY AND INDICATE YOUR
UNDERSTANDING AND ACCEPTANCE BY SIGNING IN THE SPACE PROVIDED**

APPLICANT'S STATEMENT

I certify the statements made by me in this application, and those on any attachment(s) to this form, are true, complete, and correct to the best of my knowledge, and are made by me in good faith. I understand that any falsifications, misrepresentations or omission of facts in this application may be cause for my elimination from consideration for hire, or if already hired, cause for my dismissal, regardless of the time that elapses before such false information is discovered.

I understand that consideration of my employment in this position is contingent upon the results of a reference check and a background check with the Texas Department of Public Safety or other organizations, for any criminal history in accordance with applicable statutes. I agree to immediately notify the Central Appraisal District of Johnson County if I am convicted of, receive deferred adjudication in, or otherwise plead guilty or no contest to a felony, or any crime involving dishonesty or a breach of trust, while my application is pending or during my period of employment, if hired.

I understand that any offer of employment I receive is contingent upon the result of a pre-employment drug screen given at the Central Appraisal District of Johnson County's expense. I understand that if my drug screen is positive for any prohibited substance, the conditional offer of employment will be revoked.

I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the U.S.

I understand that as a condition of employment for positions requiring the use of my personal vehicle for Central Appraisal District of Johnson County business, I must have and must maintain a driving record that is satisfactory to the Central Appraisal District of Johnson County. I further understand that the Central Appraisal District of Johnson County will conduct a pre-employment check of my driving record and, if hired, additional periodic record checks may be made on a random basis. I also understand that if hired, I must provide the Central Appraisal District of Johnson County proof of current and sufficient auto liability and collision insurance coverage and maintain such for the duration of my employment.

I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from any damages which may result from furnishing such information to you.

I acknowledge that, unless otherwise defined by applicable law, any employment relationship with the Central Appraisal District of Johnson County is of an "AT WILL" nature, meaning that the employee is free to terminate employment, after giving proper notice, at any time for any reason, and that the Central Appraisal District of Johnson County retains the same rights. 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 the executive director/chief appraiser of the Central Appraisal District of Johnson County.

This application for employment shall be considered active for a period of time not to exceed 90 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.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arranged Interview Yes No Date _____ Time _____

Remarks _____

Interviewer _____

Employed Yes No Date of Employment _____

Job Title _____ Hourly Rate/
Salary _____ Department _____

By _____ Chief Appraiser _____ Date _____