



GREGG COUNTY EMPLOYMENT APPLICATION

Please type or print all answers in ink

PERSONAL DATA

**GREGG COUNTY
PERSONNEL OFFICE**

101 East Methvin, Suite 109
Longview, Texas 75601
903/237-2569

Position Applying For: _____ Date: _____

1. Name: _____ Social Security #: ____/____/____
Last First Middle

2. Address: _____
Number and Street

_____ City County State Zip

3. Phone: Home: _____ Other: _____
Area Code Number Area Code Number

4. Are you legally authorized to work in the U.S.? YES _____ NO _____ If no please complete the following:
 Country of which you are a citizen: _____ Type Visa: _____ Expiration Date: _____
 Alien Registration Number: _____ Date Issued: _____

Education and Training

5.

Circle Highest Grade Completed: seven or less 8 9 10 11 12		Did you Graduate? Yes ___ No ___ Year ____		High School Equivalency Test: Date Passed: _____ State Awarded: _____				
Type of School	School Name City & State	Type of Diploma or Degree Awarded	Major Field	Grade Average	Dates Attended			
					From Mo	Yr	To Mo	Yr
Last High School Attended								
Colleges Attended								
Other (Military, Trade, Business, Secretarial, etc.)								
Special Qualifications (Include active technical/professional licenses and numbers, academic or professional awards.)								
Foreign Languages Spoken or Read:			Clerical/Machine Skills: Typing _____ W.P.M. Shorthand _____ W.P.M. Other: _____					

Gregg 91-2

An Equal Opportunity Employer
(M/F/H/V)

Employment History

6.

In the space provided below, give your employment history, beginning with your present or most recent employer and list all positions held, including military, part-time, summer, and any periods of unemployment. An explanation of any period of unemployment must be included under item No. 14. If more space is required, please attach an additional sheet utilizing the same format. This page must be completed. The inclusion of a resume is welcomed but does not replace filling out this page completely.

a. Name of Employer: _____	From: _____ / _____ / _____	To: _____ / _____ / _____
Address: _____	Salary Beginning: _____	Per Month
Phone: _____	Present: _____	Per Month
Area Code _____ Number _____	Name of Supervisor: _____	
Job Title: _____	Title of Supervisor: _____	
Reason(s) For Leaving: _____	May We Contact? Yes _____ No _____	
- Briefly describe the nature and duties of your position -		

b. Name of Employer: _____	From: _____ / _____ / _____	To: _____ / _____ / _____
Address: _____	Salary Beginning: _____	Per Month
Phone: _____	Ending: _____	Per Month
Area Code _____ Number _____	Name of Supervisor: _____	
Job Title: _____	Title of Supervisor: _____	
Reason(s) For Leaving: _____	May We Contact? Yes _____ No _____	
- Briefly describe the nature and duties of your position -		

c. Name of Employer: _____	From: _____ / _____ / _____	To: _____ / _____ / _____
Address: _____	Salary Beginning: _____	Per Month
Phone: _____	Ending: _____	Per Month
Area Code _____ Number _____	Name of Supervisor: _____	
Job Title: _____	Title of Supervisor: _____	
Reason(s) For Leaving: _____	May We Contact? Yes _____ No _____	
- Briefly describe the nature and duties of your position -		

d. Name of Employer: _____	From: _____ / _____ / _____	To: _____ / _____ / _____
Address: _____	Salary Beginning: _____	Per Month
Phone: _____	Ending: _____	Per Month
Area Code _____ Number _____	Name of Supervisor: _____	
Job Title: _____	Title of Supervisor: _____	
Reason(s) For Leaving: _____	May We Contact? Yes _____ No _____	
- Briefly describe the nature and duties of your position -		

Have you ever served in the U.S. Armed Forces? Yes _____ No _____		Present Selective Service Classification:	
Branch of Service:	Active Duty: From: _____ To: _____		Rank upon separation/discharge:
Are you presently a member of the active reserves? Yes _____ No _____			

8.

List three Persons who are not related to you by blood or marriage who have not already been listed in item no. 6 who can comment on your education and/or work experience:			
Full Name	Complete Home Address	Occupation	Phone
			Office: _____ Home: _____
			Office: _____ Home: _____
			Office: _____ Home: _____

9. Do you have any relatives that are employee(s) of Gregg County? Yes _____ No _____

If yes, please list names and indicate relationship under Item No. 14.

10. If the answer to any of the questions A, B, C, or D below are yes, please explain in section 14 on the back of this application.

A. Have you ever been convicted of a Criminal Offense other than a traffic violation? Yes _____ No _____

B. Have you ever received a deferred adjudication or a deferred sentence? Yes _____ No _____

C. Are you currently under indictment or any other legal accusation, other than a traffic violation?

Yes _____ No _____

D. Have you ever pleaded guilty or no contest to an indictment or any other legal accusation, other than for a traffic violation? Yes _____ No _____

As a policy, a yes answer to these questions is not an automatic elimination from employment consideration. Each instance will be reviewed individually by the Personnel Director or a designate as to the type and nature of the offense and its relatability to the position for which applied.

11. Please indicate source from which you learned of this position: _____

12. Has your privilege to operate a motor vehicle ever been denied, suspended or revoked? Yes _____ No _____

If answer is Yes, give complete details under Item No. 14.

13. Any applicant who is applying for a position whose major responsibilities include operating a motor vehicle must list a unexpired licenses and permits.

State	License Number	Type (Class, Chauffeur, Restrictions)	Expiration Date

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