

# Kleberg & Kenedy County

## Information Sheet and Frequently Asked Questions

- **How long will my application remain on file?** Your application will be active for one year.
- Do I need a referral from a Texas Workforce Center?** No.
- **May I include a resume with my application?** A resume is not acceptable as a substitute, but you are encouraged to attach one to your completed application.
- **Should I include anything else with my application?** It is very important that you attach proof of your *highest level of education*, as well as any other documents that may relate to the position you are seeking. You may attach copies of your diploma, transcript, licenses, military service record (DD-214), etc.
- **Do I need to take a special test?** The Vacancy Announcement will indicate what kind of test, if any, is required for the position you are applying for. If you do take a test, your scores are good for one year.
- **Can I complete the employment application online?** No. You must submit it to our office in person, by mail, by e-mail (.pdf format) or by fax.
- **What happens to my application when I turn it in to the District Attorney's Office?** It is compared to other applications submitted for the job opening. Several people may be selected for an interview for the office. If you have worked with this office before an interview may not be necessary.
- **Will your office complete a background check?** YES. We will look through the system for any criminal record.
- **May I call your office to find out the status of my application?** Yes.
- **Do I need references?** Yes.
- **Will you contact my current employer?** Please notify us if you do not wish us to contact your current employer and we will try to honor your wishes.

**Return your completed application to:**

Kleberg & Kenedy Counties District Attorney's Office  
P.O. Box 1471, Kingsville, Texas 78364  
Physical location:  
2<sup>nd</sup> Floor, Kleberg County Courthouse  
700 E. Kleberg, Kingsville, TX 78363  
Phone (361) 595-8544, Fax: (361) 595-8522

# KLEBERG & KENEDY COUNTIES DISTRICT ATTORNEY'S OFFICE

## EMPLOYMENT APPLICATION

*Kleberg and Kenedy Counties are Equal Opportunity Employers.*

*This application is part of the evaluation process by which you can qualify to work for Kleberg County. Read and answer all questions completely and carefully. When you turn it in, this form and all attachments become the property of Kleberg County and will not be returned to you. Please print with a back or blue pen.*

NAME: \_\_\_\_\_ SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(Last, First, M.I)

ADDRESS: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_  
(Street Number and Name) (Apartment No.) (Home)

\_\_\_\_\_  
(City State ZIP Code) (Work / other phone)

**LOCATION:** Are you willing to work anywhere in Kleberg or Kenedy County? \_\_\_\_\_

Are you interested in -- a <i>temporary</i> job? [ ] Yes [ ] No -- a <i>part-time</i> job? [ ] Yes [ ] No -- volunteering? [ ] Yes [ ] No Can you work: evening / night shifts: [ ] Yes [ ] No weekends: [ ] Yes [ ] No	If you now work for Kleberg or Kenedy County, or if you have in the past, show the department(s) and dates.  Department: _____ Dates: _____ to _____
Do you possess a valid Driver's License?  Driver's license #: _____  State: _____ Expires: _____	Do you know another language?  _____ [Speak] [Read] [Write]

***For Office Use Only:***

Clerical Test 1 Score: \_\_\_\_\_; Typing Speed: \_\_\_\_\_; Error Rate: \_\_\_\_\_ %  
 Clerical Test 2 Score: \_\_\_\_\_; Typing Speed: \_\_\_\_\_; Error Rate: \_\_\_\_\_ %  
 LECSE date #1: \_\_\_\_\_; Score: \_\_\_\_\_ LECSE date #2: \_\_\_\_\_; Score: \_\_\_\_\_  
 Other Tests: \_\_\_\_\_

**EDUCATION AND TRAINING**

***PROOF of highest level education is required:*** To receive credit for your education & training, you must attach copies of your highest level **DIPLOMA, TRANSCRIPT, and/or CERTIFICATES.**

School Diploma from: _____  City and State: _____	OR: [ ] GED Certificate  OR: [ ] Highest grade completed: _____
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or Office Use only: \_\_\_\_\_  
 AST NAME, FIRST, MI

College, University, or Vocational School City, State	Major / Minor	Credit Hours	GPA	Degree Earned

**Licenses / Certificates:** List any current license, certificate or other proof of professional development related to the job you are applying for. Attach a copy of the document to this application.

License / Certification / Registration	Issuing Agency	Expires
1.		
2.		

**PLEASE READ CAREFULLY AND ANSWER ALL QUESTIONS**

- |  | <u>YES</u> | <u>NO</u> |
|--|------------|-----------|
| 1. Have you been dismissed or asked to resign from a job within the last 5 years?  | [ ]        | [ ]       |
| 2. Have you ever been convicted of a crime? Have you ever entered a plea of guilty in a civilian or military court? <i>(You may leave out minor traffic violations).</i> | [ ]        | [ ]       |
| 3. Have you ever been discharged from the Armed Forces under Other than Honorable Conditions?  | [ ]        | [ ]       |
| 4. Is your driver's license currently restricted, suspended, or revoked?   | [ ]        | [ ]       |
| 5. Do you have any objection to our calling your current employer about your qualifications and work record? If so, why? _____   | [ ]        | [ ]       |
| 6. Do you, or does your spouse, have any relative working for, or holding office in, the Kleberg County government? <i>(If so, write the names below.)</i>               | [ ]        | [ ]       |

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Dept.: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Dept.: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Dept.: \_\_\_\_\_

## WORK HISTORY

Describe your jobs (and military service) for the past 10 years. Include earlier experience only if it is directly related to the job you are applying for. Begin with your present or most recent employment. Incomplete or general information (such as "see resumé") will reduce your chances of consideration.

Job Title:		Employer: <span style="float: right;"><u>Current (or Last) Job</u></span>	
This job is:		Address:	Phone:
<input type="checkbox"/> Full-time: _____ hours per week <input type="checkbox"/> Part-time: _____ hours per week <input type="checkbox"/> Volunteer: _____ hours per week		City, State, & ZIP	
		Supervisor's name:	
Start date:	End date:	Beginning pay:	Final pay:
_____/_____ (month) (year)	_____/_____ (month) (year)	\$ _____ per _____	\$ _____ per _____
For Office Use only:	My main duties & responsibilities are:		
	My reason for leaving:		

Job Title:		Employer: <span style="float: right;">↑</span>	
This job was:		Address:	Phone:
<input type="checkbox"/> Full-time: _____ hours per week <input type="checkbox"/> Part-time: _____ hours per week <input type="checkbox"/> Volunteer: _____ hours per week		City, State, & ZIP	
		Supervisor's name:	
Start date:	End date:	Beginning pay:	Final pay:
_____/_____ (month) (year)	_____/_____ (month) (year)	\$ _____ per _____	\$ _____ per _____
For Office Use only:	My main duties & responsibilities were:		
	My reason for leaving:		

## WORK HISTORY (continued)

Job Title:		Employer:	
This job was:		Address:	Phone:
<input type="checkbox"/> Full-time: _____ hours per week <input type="checkbox"/> Part-time: _____ hours per week <input type="checkbox"/> Volunteer: _____ hours per week		City, State, & ZIP	
		Supervisor's name:	
Start date:	End date:	Beginning pay:	Final pay:
_____/_____ (month) (year)	_____/_____ (month) (year)	\$ _____ per _____	\$ _____ per _____
For Office Use only:	My main duties & responsibilities were:		
	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		
	My reason for leaving:		

Job Title:		Employer:	
This job was:		Address:	Phone:
<input type="checkbox"/> Full-time: _____ hours per week <input type="checkbox"/> Part-time: _____ hours per week <input type="checkbox"/> Volunteer: _____ hours per week		City, State, & ZIP	
		Supervisor's name:	
Start date:	End date:	Beginning pay:	Final pay:
_____/_____ (month) (year)	_____/_____ (month) (year)	\$ _____ per _____	\$ _____ per _____
For Office Use only:	My main duties & responsibilities were:		
	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		
	My reason for leaving:		

ATTACH ADDITIONAL SHEET IF NECESSARY.

**JOB SKILLS** List any specific skills or experience you have, such as operation of machinery, knowledge of computer applications, use of 10-key calculator, etc. \_\_\_\_\_

**MILITARY SERVICE**

*(Attach your DD-214, if available.)*

If you are a veteran, in which branch did you serve? \_\_\_\_\_

Dates of service: from \_\_\_\_\_ to \_\_\_\_\_. Describe your main duties or specialty & your primary training: \_\_\_\_\_

**PERSONAL REFERENCES**

List 2 people who have known you for at least 3 years. **Do not** include relatives or former employers.

Name	Occupation / Workplace	Phone	Yrs. known

**RELEASE AND AUTHORIZATION** *(Read carefully before you sign below.)*

By submitting this application, I acknowledge that I understand the following:

- any attachment I make to this application form becomes the property of Kleberg County and will not be returned;
- if there is a change in my address, home phone number, or name, I must notify the District Attorney's Office, either in person or in writing, within 10 working days;
- as a condition of employment, I must provide, no later than the closing date of the announcement under which I am applying, proof of highest level education/schooling and of military service (if applicable). If actually employed, I must also furnish proof of social security number and of eligibility to work in the U.S.;
- if I am offered a job, I will be required to pass a drug test, and I may be required to pass a physical examination;
- the information given by me in my application may be investigated. I authorize Kleberg County and its officials to obtain from personal references, from educational institutions, and from my former and current employers all data needed to support this application (subject to reservations regarding my current employer, as noted above on page 2, question 5);
- misrepresentation in this application will be considered just cause for rejection from employment consideration or for dismissal from employment;
- as a condition of employment with Kleberg County, I agree to abide by the County's Drug Free Workplace Policy, as well as all other organizational policies and regulations; and
- as a condition of employment with Kleberg County, I agree to authorize direct deposit of my payroll check.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# KLEBERG COUNTY DISTRICT ATTORNEY'S OFFICE

## APPLICANT DEMOGRAPHICS DATA

The following Equal Employment Opportunity information is requested in order for us to comply with various regulations and so that we may review our employment program. Qualified applicants are considered without regard to race, color, religion, sex, national origin, age, marital status, or disability. **COMPLETION OF THIS FORM IS VOLUNTARY.** *This information is not part of the hiring process.*

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(Print) Last First MI

Social Security #: \_\_\_\_\_ - -

Position applied for: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

### PLEASE CHECK ONE BLOCK IN EACH CATEGORY:

#### ETHNIC BACKGROUND:

- White
- Black
- Mexican-American / Hispanic
- Asian / Pacific Islander
- American Indian / Alaskan Native

#### SEX:

- Male
- Female

#### NATIONAL ORIGIN:

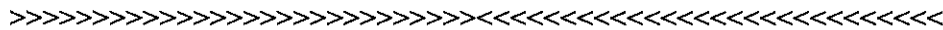
- U. S. A.
- Other country: \_\_\_\_\_

#### EDUCATIONAL BACKGROUND:

- H. S. graduate or GED
- Assoc. of Arts degree
- B.A. / B.S. degree
- other: \_\_\_\_\_

#### VETERAN STATUS:

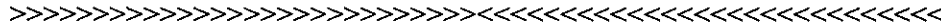
1. Are you a veteran of the U.S. military with at least 180 consecutive days of active duty?  Yes  No  
Service dates: \_\_\_\_\_ to \_\_\_\_\_
2. Are you a veteran of the Vietnam Era (Aug. 5, 1964 through May 7, 1975)?  Yes  No
3. Are you entitled to disability compensation under laws administered by the VA?  Yes  No  
Percent of disability received: \_\_\_\_\_



#### RECRUITMENT SOURCES

How did you learn of this job opportunity? Please check the one best answer:

- I heard about it through a local BAR association.
- I saw the web site job listings (Internet)
- I just walked in
- I read the newspaper ad
- Texas Workforce Commission referral
- I saw the Vacancy Announcement at \_\_\_\_\_
- From a County employee (relative)
- From a County employee (friend)
- At a Job Fair / Career Day
- Texas Rehabilitation Commission referral
- Other: \_\_\_\_\_



KLEBERG COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER