

EMPLOYMENT APPLICATION



Montgomery Central Appraisal District
109 Gladstell - PO Box 2233
Conroe, TX 77305-2233

An Equal Opportunity Employer

PRINT IN BLACK INK OR TYPE. These instructions must be followed exactly. Fill out the application form completely; any misstatement(s) or omission(s) as to material facts will constitute grounds for unfavorable consideration; if questions are not applicable, enter "NA". Do not leave questions or spaces blank. Resumes will be accepted for whatever additional information they contain, but not in place of a completed application. Be sure to sign the application when it is completed.

Position Applied For:	Salary Expected:	Date:	Social Security Number:
Name of Applicant: (Last)		(First) (Middle)	Drivers License Number:
Current Address (Number, Street, City, State, Zip)		Residence Telephone Number ()	TDLR Number:
Permanent Address (Number, Street, City, State, Zip)			In Case of Emergency, Notify: ()
Are you legally entitled to work in the United States?	Have you ever been convicted of a felony (for required licensure)?	If yes, describe.	

Education:

School attended and location:	Graduated	Type of Diploma/Field of Study
High School	Yes No	
College/University	Yes No	
Technical/Vocational School:	Yes No	

Current Licenses/Certifications/Registrations (Include types and dates received)
 Foreign Languages you can speak, write, read (list language)

Military Service (active duty):

Branch:	Dates: From	To:
Are you in the Active Reserve?	Yes No	If Yes, what branch?

Special Skills/Qualifications:

Skill/Aptitude	Years Exp.	WPM	List all special skills you possess and software packages, machines or office equipment you can use. This includes adding machines, dictation equipment, printing or graphics equipment, data processing equipment, etc.

References: (Please attach additional information if needed)

Referred By:

Please list two references other than relatives or previous employers.

Name:
Position:
Company:
Address:
Telephone:

Name:
Position:
Company:
Address:
Telephone:

EMPLOYMENT HISTORY (List present or most recent position first)

Employment Record: Please indicate at least the last 10 years of employment. Start with present or most recent position and work back. Include military service. Use additional sheets if necessary.

Employer		Type of Business		Full-Time	<input type="checkbox"/>
Mailing Address		Starting Position Title		Part-Time	<input type="checkbox"/>
City and State		Present or Last Title		Seasonal	<input type="checkbox"/>
Telephone Number (area code and number)			Immediate Supervisor		
Starting Date		Leaving Date		Starting Base Salary	Ending Base Salary
Month	Year	Month	Year		

Briefly describe your duties and responsibilities:

Explain reason for leaving:

EMPLOYMENT HISTORY (List present or most recent position first)

Employer		Type of Business		Full-Time	<input type="checkbox"/>
Mailing Address		Starting Position Title		Part-Time	<input type="checkbox"/>
City and State		Present or Last Title		Seasonal	<input type="checkbox"/>
Telephone Number (area code and number)			Immediate Supervisor		
Starting Date		Leaving Date		Starting Base Salary	Ending Base Salary
Month	Year	Month	Year		

Briefly describe your duties and responsibilities:

Explain reason for leaving:

EMPLOYMENT HISTORY (List present or most recent position first)

Employer		Type of Business		Full-Time	<input type="checkbox"/>
Mailing Address		Starting Position Title		Part-Time	<input type="checkbox"/>
City and State		Present or Last Title		Seasonal	<input type="checkbox"/>
Telephone Number (area code and number)			Immediate Supervisor		
Starting Date		Leaving Date		Starting Base Salary	Ending Base Salary
Month	Year	Month	Year		

Briefly describe your duties and responsibilities:

Explain reason for leaving:

May we contact your current employer? Yes No

PLEASE READ CAREFULLY

I have read this application carefully. The information I have given in it is true and correct to the best of my knowledge and belief. I understand that omitting or misrepresenting information could result in failure to consider this application. I also understand that if I am hired and omissions or misrepresentations later come to light, I could be immediately dismissed.

I authorize the Montgomery Central Appraisal District to verify the statements I have made (except where I have indicated not to check with my current employer). I understand that Montgomery Central Appraisal District is an at-will employer, which means that employment may be terminated at any time with or without cause. I understand that no representative of the Montgomery Central Appraisal District has the authority to promise me employment for a specified period of time or to waive Montgomery Central Appraisal District's status as an at-will employer.

Signature of Applicant

Date
Employment Application, Page 2

MONTGOMERY CENTRAL APPRAISAL DISTRICT-APPLICATION FOR EMPLOYMENT

(Complete this page if applicable)

Last Name	First Name	Middle Name	Maiden Name
Are you registered with the Texas Department of Licensing and Registration (TDLR)?		YES <input type="checkbox"/>	If you are a current or former TDLR registrant, what is your classification?
		NO <input type="checkbox"/>	
		Formerly Registered <input type="checkbox"/>	TDLR Number:

List all TDLR approved appraisal and tax administration courses which you have completed and passed.

COURSE NUMBER	TITLE	DATE COMPLETED	WHERE COMPLETED

Do you have any relatives working for the Montgomery Central Appraisal District or serving on its Board of Directors or on its Appraisal Review Board?	YES	<input type="checkbox"/>
	NO	<input type="checkbox"/>
Do you have any relatives who conduct independent fee appraisals in Montgomery County?	YES	<input type="checkbox"/>
	NO	<input type="checkbox"/>
Do you have any relatives who serve as or who are employed by an agent, person, or firm which represents property owners on ad valorem tax matters in Montgomery County?	YES	<input type="checkbox"/>
	NO	<input type="checkbox"/>

If you answered yes to any of the 3 previous questions, list names, relationships and location where working.

NAME	RELATIONSHIP	LOCATION

I hereby affirm that the information I have given in this attachment to my application for employment is complete to the best of my knowledge.

_____ (Signature of applicant as usually written)

_____ Date