



# Nueces County

## *Human Resources*

## Information Sheet and Frequently Asked Questions

- **How long will my application remain on file?** Your application will be active for 12 months.
- **May I apply for more than one job opening with my application?** Yes, our office may use the same application for each position you apply for in the next 12 months. There is no need to submit a new application for each different job.
- **Do I need a referral from WorkForce Solutions?** Yes, you must have a “Contact Information Sheet” for each different job you apply for. You must contact or visit Workforce Solutions to obtain a referral. Attach it to your County application. (*Exception:* Attorney positions and Cadet Correction/Correction Officers position, and Clerical Register do not require the “Contact Information Sheet”.) There are two ways to register and obtain a referral form:
  - 1) Register at any of the following WorkForce Solutions in the state (the local office is at 520 N. Staples, just two blocks from the Courthouse and 5858 S.P.I.D. Suite 1, located at Sunrise Mall [361-882-7491]):
  - 2) Register on the WorkForce Solutions website ([www.workintexas.com](http://www.workintexas.com)).

**After registering, you must contact Workforce Solutions to obtain a “Contact Information Sheet” for each different position you are applying for.**

- **May I include a resume with my application?** A resume is not acceptable as a substitute, but you may 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. If you have not yet received your college diploma, a letter from a degree counselor verifying the date of your graduation will also be acceptable.
- **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 12 months.
- **Can I complete the employment application online?** Yes, you can fill out the application online at [www.co.nueces.tx.us](http://www.co.nueces.tx.us). Print it, sign it, attach your “Contact Information Sheet,” and then submit it to our office (in person, by mail, or by fax).
- **What happens to my application when I turn it in to the Human Resources Department?** When a vacancy announcement closes, our department reviews the applications to insure that they meet the minimum qualifications for that job. Those that meet the requirements are scored by education and experience. Up to ten of the top-scoring applications are then sent to the department head, who will select the best-qualified candidate.
- **May I call your office to find out the status of my application?** No, please do not call the Human Resources office. The department which has the vacancy decides which applicants will be contacted for interviews, further information, etc. That department makes the hiring decision.

**Return your completed application to:**

Nueces County Human Resources Department

901 Leopard Street, Room 302.02

Corpus Christi, TX 78401

Fax: (361) 888-0206

To learn about current job opportunities visit the Nueces County website at [WWW.CO.NUECES.TX.US](http://WWW.CO.NUECES.TX.US)



**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.*

High School Diploma from: _____  City and State: _____	OR: GED Certificate  OR: Highest grade completed: _____
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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**

YES NO

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? *(You may leave out minor traffic violations).  
[A conviction will not necessarily prevent employment with Nueces County.]*
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 Nueces County government? *(If so, write the names below.)*

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 résumé") will lower your score and reduce your chances of consideration.*

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

Job Title:		Employer: <span style="float: right;">②</span>	
This job was:  Full-time: _____ hours per week  Part-time: _____ hours per week  Volunteer: _____ hours per week		Address:	Phone:
		City, State, & ZIP	
		Supervisor's name:	
Start date: _____ month/year	End date: _____ month/year	Beginning pay: \$ _____ per _____	Final pay: \$ _____ 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:
Full-time: _____ hours per week		City, State, & ZIP	
Part-time: _____ hours per week		Supervisor's name:	
Volunteer: _____ hours per week			
Start date:	End date:	Beginning pay:	Final pay:
_____	_____	\$ _____ per _____	\$ _____ per _____
month/year		month/year	
For Office Use only:	My main duties & responsibilities were:		
<b>My reason for leaving:</b>			

Job Title:		Employer: <span style="float: right;">④</span>	
This job was:		Address:	Phone:
Full-time: _____ hours per week		City, State, & ZIP	
Part-time: _____ hours per week		Supervisor's name:	
Volunteer: _____ hours per week			
Start date:	End date:	Beginning pay:	Final pay:
_____	_____	\$ _____ per _____	\$ _____ per _____
month/year		month/year	
For Office Use only:	My main duties & responsibilities were:		
<b>My reason for leaving:</b>			

**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.

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**MILITARY SERVICE**

<i>(Attach your DD-214, if available.)</i>
If you are a veteran, in which branch did you serve? _____ Dates of service: from _____ to _____. Describe your <u>main duties or specialty</u> & your <u>primary training</u> : _____ _____

**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 Nueces County and will not be returned;
- if there is a change in my address, home phone number, or name, I must notify the Human Resources 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 Nueces 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 Nueces 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 Nueces County, I agree to authorize direct deposit of my payroll check.

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

