

# Applicant Information Sheet

## Education

First Name \_\_\_\_\_

Middle Name \_\_\_\_\_

Last Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

Are you 18 yrs or older?                      yes or no

Are you lawfully eligible to work in this country?                      yes or no

Date available to start? \_\_\_\_\_

Salary desired? \_\_\_\_\_

Are you employed now?                      yes or no

If so can we contact your present employer?                      yes or no

Referred by? \_\_\_\_\_

Do you have any relatives working in the Comanche Central Appraisal District office, serving on the Board of Directors or on Appraisal Review Board?                      yes or no

Do you have any relatives who conduct independent fee appraisals in Comanche County?                      yes or no

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 Comanche County?                      yes or no

Are you or any member of your immediate family a licensed real estate agent or broker?                      yes or no

If yes, do you or your family member actively list or sell properties in and around Comanche county?                      yes or no

If you answered "yes", to any of the six previous questions please list name and relationship of relative.

Name	Relationship

Have you ever been convicted of a felony or crime involving an act of moral turpitude? \*                      yes or no

If so, please provide details including dates, any time of incarceration and any continuing legal obligations related thereto. \_\_\_\_\_  
\_\_\_\_\_

## Education

High School Graduate                      yes or no

College or Trade School Graduate                      yes or no

Special Skills or Activities that would apply to this job? \_\_\_\_\_

**Former Employers**

Name	Position	Salary	Reason for Leaving

In case of Emergency Notify:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

I hereby affirm that the information I have given in this attachment to my resume' for employment is complete to the best of my knowledge and belief. I understand that omitting or misrepresenting information could result in failure to consider my resume'. I also understand that if I am hired and omissions or misrepresentations later come to light, I could be immediately dismissed. I authorize the Comanche 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 Comanche 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 Comanche Central Appraisal District has the authority to promise me employment for a specified period of time or to waive Comanche Central Appraisal District's status as an at will employer.

I, \_\_\_\_\_, being the undersigned applicant do hereby expressly acknowledge that Comanche Central Appraisal District, as part of its hiring process, conducts background investigations and credit checks on its applicants. By signing this acknowledgment, I consent to such background investigation and credit check. I understand that Comanche Central Appraisal District's background investigation will include, but not be limited to, checking for criminal history, as well as speaking with job references. By this document, I hereby release Comanche Central Appraisal District from any claims with regard to information received from my former employers during the course of such reference check. Additionally, I hereby release each and every one of my former employers, identified by me as being a reference, from any and all claims such as slander or libel with regard to the provision of a reference to Comanche Central Appraisal District, relating to my current application for employment. I further understand that, if I am hired by Comanche Central Appraisal District, the company may, from time to time, conduct further and additional background investigations and credit checks. I further understand that, to the extent I am placed in a position that requires me to handle money, a more in-depth background analysis may be done with regard to my personal history and I may be required to become bonded.

I, \_\_\_\_\_, hereby authorize any representative of the Comanche Central Appraisal District bearing this release to obtain any information from schools, employers, criminal justice agencies, or individuals relating to my activities. This information may include, but is not limited to, academic, achievement, performance, attendance, personal history, disciplinary and conviction records. I hereby ask you to release such information upon request of the bearer. I understand that the information released is for official use by the Comanche Central Appraisal District and may be disclosed to such third parties as necessary in the fulfillment of official responsibilities. I hereby release and hold harmless any individual, including record custodians, from any and all liability for damages of whatever kind or nature which may at any time result to me on account of compliance, or any attempts to comply, with this authorization.

\_\_\_\_\_  
Applicants's Signature

\_\_\_\_\_  
Date

\*A conviction does not disqualify the Applicant from consideration for employment.