



CENTRAL APPRAISAL DISTRICT OF TAYLOR APPLICATION FOR EMPLOYMENT

DATE OF APPLICATION _____

The Central Appraisal District of Taylor County is an equal opportunity employer, and will not discriminate against any person for employment based on age, gender, marital status, national origin, race or religion. Individuals will be considered for employment only on the basis of bona fide occupational qualifications.

EMPLOYMENT PROCEDURE

All applicants for employment must complete this application for employment fully. If an opening is available and the applicant meets the qualifications of the position and is selected, they will be employed for a probationary period not to exceed 90 days. During the probationary period evaluations of the employee will be made by their supervisor, and either the employee or the District may terminate employment during that time. All employees of the Central Appraisal District of Taylor County are at-will employees and serve at the pleasure of the Board of Directors and the Chief Executive Officer.

Name (last, first, middle)

Home Phone

Work Phone

Current street address

City, State, Zip Code

Position applied for

Date available for work

Will you accept temporary or part-time work?

Lowest hourly pay you will expect

Are you a high school graduate? _____ Name of High School _____

College, University, or Vocational School beyond High School

Name

Location

Degree

Name

Location

Degree

Other training you may have received that you believe will assist you in the job for which you are applying: _____

Do you have a current valid Texas Driver's License? _____ Number _____

By signing this application, you will be approving the Central Appraisal District of Taylor County to run a license check for accident and citation records.

Are you a citizen of the United States? _____ If no, what country? _____

What foreign languages do you speak fluently? _____ read? _____ write? _____

Have you ever been convicted of a felony? _____ misdemeanor? _____

If yes to either question, explain _____

Employment History for the past ten years: (current or most recent backward)

Company: _____ Address _____

Years employed _____ to _____ Salary: Start _____ final _____

Job title: _____ Supervisor _____

Description of work: _____

Reason for leaving: _____

Company: _____ Address _____

Years employed: _____ to _____ Salary: start _____ final _____

Job title: _____ Supervisor _____

Description of work: _____

Reason for leaving: _____

Company: _____ Address _____

Years employed: _____ to _____ Salary: start _____ final _____

Job title: _____ Supervisor _____

Description of work: _____

Reason for leaving: _____

Please indicate your proficiency:

Computer keyboard speed: _____ keystrokes/hour. Windows PC environment? _____

Computer programming: _____ If yes, language? _____

Word processing software? _____ If yes, what software? _____

Spreadsheet software? _____ If yes, what software? _____

Ten key adding machine? _____ PBX Operator? _____

Accounting software? _____ If yes, what software? _____

What technical experience or studies do you have in the field of real estate or appraisal?

Do you know how to read metes and bounds? _____ Do you have any experience in an appraisal district or ad valorem tax office? _____ If yes, explain where and what experience. _____

Please list any designations or certifications issued by the State of Texas Board of Tax Professional Examiners or other recognized appraisal certification entities: _____

I hereby swear that the information in this application is true and correct.

Applicant Signature _____ Date _____