

# COUNTY OF HIDALGO

## An Equal Opportunity Employer

### Application for Employment

**INSTRUCTIONS: ALL APPLICATIONS FOR EMPLOYMENT MUST BE MADE ON THIS FORM. APPLICANTS ARE URGED TO CONSIDER CAREFULLY AND UNDERSTAND FULLY EACH QUESTION. NEATNESS IS IMPORTANT. ALL INFORMATION SUBMITTED IS SUBJECT TO CLARIFICATION. A FALSE OR MISLEADING RESPONSE MAY RESULT IN DISQUALIFICATION FOR OR DISCHARGE FROM EMPLOYMENT, OR DISCHARGED FROM FUTURE EMPLOYMENT WITH THIS DEPARTMENT.**

**No action will be taken on this application until you have answered all questions. We consider applicants for all positions without regard to race, color, religion, creed, sex, citizenship, national origin, age, disability, marital or veteran status, or any other legally protected status.**

*Please print in black ink or type response*

1. Position you are applying for: Unpaid Internship Department: Human Resources Location: Hidalgo County Court Hou<sup>+</sup>

Lowest acceptable salary: Unpaid per \_\_\_\_\_

2. Name: Garza Cecilia  
 (Last) (First) (Middle)

3. Address: 1213 Ima Street Edinburg 78539  
 (Number) (Street or P.O. Box) (City) (Zip)

4. Home Telephone: (956) 287-1997 Cell /Other No: (956) 605-0571

5. Social Security No: [REDACTED]

6. When will you be available to start work? January

7. Are you 18 years of age or older? (If you are hired, you may be required to submit proof of age). Yes

8. Are you able to provide required proof of your eligibility to work in the U. S.? Yes

9. Check all types of work you would accept:  
 Full-Time     Day Work     Shift  
 Temporary:     Part-Time     Night Work     Weekend-Shift

10. **EDUCATION:** Are you a High School graduate? Yes  No   
 Do you have a G.E.D. certificate? Yes  No

Name of high school:   
 Location:

School(s) attended other than high school	Location	Courses Major/Study	Credits Completed	Degree or Certificate Received

11. Other training you received (for example: special courses, work-training programs, armed forces training). Please estimate the number of training hours.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

12. May inquires be made of your present/past employer(s) regarding your character, qualifications, and record of employment?  Yes or  No

13. Special qualifications/skills: List qualifications/skills you possess which are required for the job you are applying for, such as driver's license (give type and number), typing and/or shorthand proficiency (give speeds), ability to operate specialized machinery or equipment, or job related training.  
 Communication skills, Microsoft Office Suite skills in Excel, Word, Publisher and PowerPoint, Bilingual fluent in both English and Spanish  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**DRIVING JOBS ONLY:** Do you have a valid driver's license?  Yes  No  
 Driver's license #: \_\_\_\_\_ Class of license: \_\_\_\_\_  
 Has it been suspended or revoked in the last five (5) years?  Yes  No  
 If yes, give details. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

List professional, trade, business or civic activities and offices held. You may exclude membership, which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:  
 \_\_\_\_\_  
 \_\_\_\_\_

14. **WORK HISTORY:** BEGIN WITH YOUR MOST PRESENT AND RECENT JOB and list every employment. Attach extra pages if needed. Account for part-time employment, temporary or seasonal employment, self-employment, military service or unemployment.

[Dates] From June 2012 to August 2012 Employer: Business Education/Tech Academy New Scholar  
 Employer's address: 510 S. Sugar Road Edinburg, TX 78539  
 Telephone #: (956) 383-1684 Job Title: Student Leader  
 Salary: \$300 per week Duties/responsibilities: Organizing mentoring activities for incoming students

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Reprimands, suspensions: none  
 Supervisor: Mr. Mario Garcia Co-worker: Brian Alvarado  
 Reason for leaving: The job is seasonal.

[Dates] From June 2011 to August 2011 Employer: Business Education/Tech Academy New Scholar  
 Employer's address: 510 S. Sugar Road Edinburg, TX 78539  
 Telephone #: 956) 383-1684 Job Title: Student Mentor  
 Salary: \$300 per week Duties/responsibilities: Mentoring incoming BETA students

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Reprimands, suspensions: none  
 Supervisor: Mr. Mario Garcia Co-worker: Brian Alvarado  
 Reason for leaving: The job is seasonal.

[Dates] From \_\_\_\_\_ to \_\_\_\_\_ Employer: \_\_\_\_\_  
 Employer's address: \_\_\_\_\_  
 Telephone #: \_\_\_\_\_ Job Title: \_\_\_\_\_  
 Salary: \_\_\_\_\_ Duties/responsibilities: \_\_\_\_\_

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Reprimands, suspensions: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Co-worker: \_\_\_\_\_  
 Reason for leaving: \_\_\_\_\_

[Dates] From \_\_\_\_\_ to \_\_\_\_\_ Employer: \_\_\_\_\_  
 Employer's address: \_\_\_\_\_  
 Telephone #: \_\_\_\_\_ Job Title: \_\_\_\_\_  
 Salary: \_\_\_\_\_ Duties/responsibilities: \_\_\_\_\_

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Reprimands, suspensions: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Co-worker: \_\_\_\_\_  
 Reason for leaving: \_\_\_\_\_

Circle Yes or No for questions 15-19.

\*\*\*\*\*If you answer any of the following items "Yes", explain on No. #20 below. \*\*\*\*\*

15. Have you been fired or asked to resign from a job within the last five (5) years?  
 YES  NO
16. Have you ever been convicted of or pleaded guilty/no contest to a crime in civilian or military court within the last ten (10) years? (You may exclude minor traffic violations). A criminal record will not necessarily disqualify you from employment. Your case will be considered in relationship to the requirements to the particular job.  
 YES  NO
17. Have you ever been discharged from the Armed Forces under other than honorable conditions?  
 YES  NO
18. Are you working or have you ever worked for Hidalgo County?  
 YES  NO
19. Do you or does your spouse have any relatives working for or holding office in the county government? County policy prohibits or limits hiring of relatives of county employees in certain circumstances.  
 YES  NO

20. Remarks or additional information. Please explain any "Yes" responses.

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**Certification:** I certify that all the statements made in this application form are true, complete, and correct, to the best of my knowledge. I understand false information may disqualify me from further consideration for employment.

No questions on this application are intended to secure information to be used for discriminatory purpose, as the County is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, citizenship, national origin, age, veteran or marital status, disability, or any other legally protected status.

I give my permission to the County to contact any of my former employers or references shown above to verify the information I have given. I authorize previous employers to release all records of my employment, including assessments of my job performance, ability and fitness. I release such persons and entities from legal liability.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

I understand that I may be required to successfully pass a drug screening exam. I consent to a pre and/or post employment drug screen as a condition of employment.

**I certify that I do not have any detectable amounts of prohibited substances in my system. I understand that if my drug and alcohol screen turns out positive for a prohibited substance, I will not be eligible for hire, or if I am hired pending the outcome of such a test, I will be subject to immediate termination.**

1/10/13

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE