

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: Hidalgo County Courthouse Location: 100 N. Closner
Lowest acceptable salary: N/A per N/A
2. Name: Hernandez-Flores Marcela
(Last) (First) (Middle)
3. Address: 4404 North Nowell Dr. Edinburg 78542
(Number) (Street or P.O. Box) (City) (Zip)
4. Home Telephone: 956-789-9013 Cell /Other No: 956-534-0447
5. Social Security No: [REDACTED]
6. When will you be available to start work? Any day
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: South Texas Independent School District Business Education Technology Academy

Location: 510 South Sugar Rd.

School(s) attended other than high school	Location	Courses Major/Study	Credits Completed	Degree or Certificate Received
South Texas College	3201 W. Pecan	Criminal Justice	12	N/A

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.

Know both Spanish and English fluently (write, speak, read), familiar with Sign Language and French.

Certified in CPR and First Aid. Also familiar with Microsoft Office Word, Publisher, Excel, and PowerPoint.

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:

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.

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.

Marcia Hernández Flores
SIGNATURE OF APPLICANT

Dec 15, 2012
DATE

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	Sep. 27, 2011	to	Current	Employer:	Boys and Girls Club
Employer's address:	702 Cullen St. Edinburg TX 78541				
Telephone #:	(956)383-2582	Job Title:	TaeKwonDo Instructor		
Salary:	N/A	Duties/responsibilities:	Help students defend themselves, as well as build their confidence, self esteem, and courage and also their responsibilities		
Reprimands, suspensions:	N/A				
Supervisor:	Sabrina Walker Hernandez		Co-worker:		
Reason for leaving:					

[Dates] From	Jan 2009	to	Current	Employer:	America's Best TKD and MMA
Employer's address:	1009 East Business 83, Pharr TX				
Telephone #:	956-534-0447	Job Title:	TaeKwonDo and Mixed Martial Arts Instructor		
Salary:	N/A	Duties/responsibilities:	Help students defend themselves, as well as build their confidence, self esteem, and courage and also their responsibilities		
Reprimands, suspensions:	N/A				
Supervisor:	Glen Morgan		Co-worker:	Rosa Morgan	
Reason for leaving:					

[Dates] From		to		Employer:	
Employer's address:					
Telephone #:		Job Title:			
Salary:		Duties/responsibilities:			
Reprimands, suspensions:					
Supervisor:		Co-worker:			
Reason for leaving:					

[Dates] From		to		Employer:	
Employer's address:					
Telephone #:		Job Title:			
Salary:		Duties/responsibilities:			
Reprimands, suspensions:					
Supervisor:		Co-worker:			
Reason for leaving:					