

# Application for Employment

ANSWER ALL QUESTIONS — PLEASE PRINT

## Wilson County ESD #3

11984 US Hwy 87 W

La Vernia, TX 78121

(830) 581-0380 • Fax (830) 542-6595

www.wcesd3.net

POSITION(S) APPLIED FOR \_\_\_\_\_ DATE OF APPLICATION \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

NAME \_\_\_\_\_  
LAST FIRST MIDDLE

ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP CODE

TELEPHONE NUMBER (\_\_\_\_\_) \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_  
AREA CODE

EMAIL \_\_\_\_\_ CELL PHONE PROVIDER \_\_\_\_\_

If necessary, the best time to call you at home is \_\_\_\_\_

May we contact you at work? \_\_\_\_\_

If yes, work number and best time to call \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
AREA CODE

Have you filed an application here before? \_\_\_\_\_

If yes, give date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Have you ever been employed here before? \_\_\_\_\_

If yes, give dates \_\_\_\_\_ FROM \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ TO \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Are you at least 18 years of age? \_\_\_\_\_

Are you legally eligible for employment in this country? \_\_\_\_\_

Have you ever been convicted, pled guilty, or no contest to a felony offense? \_\_\_\_\_

If yes, please explain. \_\_\_\_\_

For purposes of employment with Wilson County ESD #3, "convictions" include sentenced to confinement, paid fine, time served, placed on probation (including deferred adjudication) and court-ordered restitution.

Date available for work \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Type of employment desired: \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time

Are you on a lay-off and subject to recall? \_\_\_\_\_

Is there anything to prevent you from working the number of hours per week required by the position for which you are applying? \_\_\_\_\_

Will you work overtime if required? \_\_\_\_\_

Indicate which shift types you would be interest in: \_\_\_\_\_ 48/96 \_\_\_\_\_ 24 hr \_\_\_\_\_ 12hr

Would you be interested in a floating position, this position is full time but is not assigned to a specific shift and may be 12 or 24 hrs shifts? \_\_\_\_\_ YES \_\_\_\_\_ NO

Driver's License Number: \_\_\_\_\_ Class \_\_\_\_\_ . . . State Issued: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
(Please Circle One)

# Employment History

List your last four (4) employers, assignments or volunteer activities, starting with most recent, including military experience.  
Explain any gaps in employment in comments section below.

|                                |                                |                                |     |   |
|--------------------------------|--------------------------------|--------------------------------|-----|---|
| EMPLOYER                       | TELEPHONE<br>(       )       — | DATES EMPLOYED                 |     | Summarize the nature of the work performed and job responsibilities |
| ADDRESS                        |                                | FROM                           | TO  |   |
| JOB TITLE                      |                                | HOURLY RATE/SALARY<br>STARTING |     |   |
| IMMEDIATE SUPERVISOR AND TITLE |                                | \$                             | PER |   |
| REASON FOR LEAVING             |                                | HOURLY RATE                    |     |   |
|                                |                                | FINAL                          |     |   |
| MAY WE CONTACT FOR REFERENCE   |                                | \$                             | PER |   |
| EMPLOYER                       | TELEPHONE<br>(       )       — | DATES EMPLOYED                 |     | Summarize the nature of the work performed and job responsibilities |
| ADDRESS                        |                                | FROM                           | TO  |   |
| JOB TITLE                      |                                | HOURLY RATE/SALARY<br>STARTING |     |   |
| IMMEDIATE SUPERVISOR AND TITLE |                                | \$                             | PER |   |
| REASON FOR LEAVING             |                                | HOURLY RATE                    |     |   |
|                                |                                | FINAL                          |     |   |
| MAY WE CONTACT FOR REFERENCE   |                                | \$                             | PER |   |
| EMPLOYER                       | TELEPHONE<br>(       )       — | DATES EMPLOYED                 |     | Summarize the nature of the work performed and job responsibilities |
| ADDRESS                        |                                | FROM                           | TO  |   |
| JOB TITLE                      |                                | HOURLY RATE/SALARY<br>STARTING |     |   |
| IMMEDIATE SUPERVISOR AND TITLE |                                | \$                             | PER |   |
| REASON FOR LEAVING             |                                | HOURLY RATE                    |     |   |
|                                |                                | FINAL                          |     |   |
| MAY WE CONTACT FOR REFERENCE   |                                | \$                             | PER |   |
| EMPLOYER                       | TELEPHONE<br>(       )       — | DATES EMPLOYED                 |     | Summarize the nature of the work performed and job responsibilities |
| ADDRESS                        |                                | FROM                           | TO  |   |
| JOB TITLE                      |                                | HOURLY RATE/SALARY<br>STARTING |     |   |
| IMMEDIATE SUPERVISOR AND TITLE |                                | \$                             | PER |   |
| REASON FOR LEAVING             |                                | HOURLY RATE                    |     |   |
|                                |                                | FINAL                          |     |   |
| MAY WE CONTACT FOR REFERENCE   |                                | \$                             | PER |   |
| EMPLOYER                       | TELEPHONE<br>(       )       — | DATES EMPLOYED                 |     | Summarize the nature of the work performed and job responsibilities |
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| JOB TITLE                      |                                | HOURLY RATE/SALARY<br>STARTING |     |   |
| IMMEDIATE SUPERVISOR AND TITLE |                                | \$                             | PER |   |
| REASON FOR LEAVING             |                                | HOURLY RATE                    |     |   |
|                                |                                | FINAL                          |     |   |
| MAY WE CONTACT FOR REFERENCE   |                                | \$                             | PER |   |

Comments (include explanation of any gaps in employment)

**SKILLS AND QUALIFICATIONS** Summarize special skills and qualifications acquired from employment and other experiences that may qualify you for work with our organization.

## Educational Background

List last three (2) schools attended, starting with most recent. List number of years completed. Indicate degree or diploma earned, if any, and major and minor field of study (if applicable).

| SCHOOL | NO. YEARS COMPLETED | DIPLOMA | DEGREE | MAJOR | MINOR |
|--------|---------------------|---------|--------|-------|-------|
|        |                     |         |        |       |       |
|        |                     |         |        |       |       |
|        |                     |         |        |       |       |

List any foreign language (s) and check the box that best describes your skill level.

| LANGUAGE | READ AND WRITE | READ AND SPEAK | READ ONLY | SPEAK ONLY |
|----------|----------------|----------------|-----------|------------|
|          |                |                |           |            |
|          |                |                |           |            |

## References

List name and telephone number of three business/work references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you.

| NAME | TELEPHONE   | YEARS KNOWN |
|------|-------------|-------------|
|      | (    )    — |             |
|      | (    )    — |             |
|      | (    )    — |             |

List any professional, trade, business or civic associations and any offices held. (Answers to this question are optional.)

| ORGANIZATION | OFFICES HELD |
|--------------|--------------|
|              |              |
|              |              |
|              |              |

List any special accomplishments, publications, awards. (Answers to this question are optional.)

List any professional certifications or licenses you hold:

Wilson County ESD #3 is an equal opportunity employer committed to a diverse and inclusive workforce. We do not discriminate against any applicant based on race, color, religion, sex, national origin, age, disability, or veteran status. We adhere to all federal and state employment laws and regulations.

As part of our application process, all applicants will be reviewed, and those who meet our qualifications will be scheduled for testing. This testing will include a written exam, skills testing, and an aptitude test. After reviewing the results of these tests, applicants who score high enough will be scheduled for an interview. Please note that participation in testing and interviews does not guarantee a position with Wilson County ESD #3.

In addition, applicants' backgrounds will be thoroughly reviewed, including driving history, criminal history, and verification to ensure they are not listed on an exclusion list with the Office of Inspector General (OIG). Applicants are required to provide truthful and accurate information throughout the process. This includes disclosing any felony convictions or misdemeanors involving moral turpitude and verifying all required certifications and licenses relevant to the EMS role, including Texas EMT or paramedic certifications. Falsification of information may result in rejection of your application or termination if discovered post-hiring.

All applicants may be required to undergo a physical examination, drug and alcohol screening, or other assessments as a condition of employment. Failure to maintain an acceptable driving record—if the position requires operation of a motor vehicle—will be considered grounds for dismissal.

Employment with Wilson County ESD #3 is at-will, meaning either the employee or employer can terminate employment at any time, with or without cause or notice. This application will remain valid for 90 days; after this period, applicants wishing to be considered for employment must reapply.

I certify that the answers given on this application are true and correct. I understand that my failure to answer all non-optional questions asked by this application, or falsification of any statement made herein, may result in rejection of my application or dismissal from employment if discovered after hiring. Furthermore, I understand that just as I am free to resign at any time, that Wilson County ESD #3 reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of Wilson County ESD #3 has the authority to make any assurances to the contrary.

I agree to immediately notify Wilson County ESD #3 if I am convicted of, receive deferred adjudication in, or otherwise plead guilty or no contest to a felony, or any crime involving dishonesty or a breach of trust, while my application is pending or during my period of employment, if hired.

I give Wilson County ESD #3 the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability Wilson County #3 and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

As part of the employment process and/or from time to time during my employment by Wilson County ESD #3, if employed, I agree to submit upon request, to a physical examination, work steps and/or drug and alcohol screening by a physician or laboratory selected and paid by Wilson County ESD #3.

I also agree that, if I am employed in a job requiring the operation of a motor vehicle, my failure to maintain a driving record acceptable to Wilson County ESD #3's general liability insurance carrier shall be considered misconduct that may result in my dismissal.

Wilson County ESD #3 is an equal opportunity employer. Wilson County ESD #3 does not discriminate in employment and no question on this application is used for the purpose of limiting or excluding any applicant's consideration on a basis prohibited by local, state or federal law.

This application is current for only 90 days. At the conclusion of this time, if I have not heard from Wilson County ESD #3 and still wish to be considered for employment, it will be necessary for me to fill out a new application.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

# DPS Computerized Criminal History (CCH) Verification

## (Wilson County ESD #3)

I, \_\_\_\_\_, have been notified that a computerized criminal history (CCH) verification check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on Name and DOB information I supply.

APPLICANT or EMPLOYEE NAME (Please print)

Because the name based information is not an exact search and only fingerprint record searches represent true identification to criminal history, the organization (Wilson County ESD #3) conducting the criminal history check is not allowed to discuss any information obtained using this method, therefore the agency may offer the opportunity to have a fingerprint search performed to clear any misidentification based on the name search, if the search provides a criminal report I know could not be mine.

For the fingerprinting process I will be required to submit a full and complete set of my fingerprints for analysis through the Texas Department of Public Safety AFIS (automated fingerprint identification system). I have been made aware that in order to complete this process I must have the correct fingerprinting (FAST) form from this agency, make an online appointment, submit a full and complete set of my fingerprints, and pay a fee of \$9.95 to the fingerprinting services company, L1Enrollment Services.

Once this process is completed and the agency receives the data from DPS, the information on my fingerprint criminal history record may be discussed with me.

**(This copy must remain on file by your agency. Required for future DPS Audits)**

\_\_\_\_\_  
Signature of Applicant or Employee

\_\_\_\_\_  
Date

Wilson County Emergency Services District No. 3

\_\_\_\_\_  
Agency Name (Please print)

\_\_\_\_\_  
Agency Representative Name (Please print)

\_\_\_\_\_  
Signature of Agency Representative

\_\_\_\_\_  
Date

**Please:  
Check and Initial each Applicable Space**

CCH Report Printed:

YES ☐ NO ☐ \_\_\_\_\_ Initial

Purpose of CCH: \_\_\_\_\_

Hire ☐ Not Hired ☐ \_\_\_\_\_ Initial

Date Printed: \_\_\_\_\_ Initial

Destroyed Date: \_\_\_\_\_ Initial

**Retain in your files**

Wilson County ESD #3  
DISCLOSURE, AUTHORIZATION, AND RELEASE TO OBTAIN INFORMATION

In connection with my application for employment with Wilson County ESD #3, Wilson County ESD #3 may perform a background investigation itself and/or obtain a consumer report and/or an investigative consumer report on me. Either type of consumer report is subject to the Fair Credit Reporting Act, 15 U.S.C. Section 1681 *et seq.* ("FCRA"). Under the FCRA, before Wilson County ESD #3 may seek such report, it must have my written permission to obtain the information. Wilson County ESD #3 is authorized by Chapter 411 of the Texas Government Code to perform criminal history record checks on applicants for employment with Wilson County ESD #3.

I hereby authorize and permit Wilson County ESD #3 or a third party retained by the City to obtain a consumer report and/or an investigative consumer report on me, which may include: public and private records and/or other information about my employment, academic achievement, professional licenses, credit reports, prior criminal history, civil litigation, social security number, driving record, any liens or judgments, and bankruptcy.

I understand that a "consumer report" is any written, oral or other communication of any information by a "consumer reporting agency" bearing on a consumer's credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics or mode of living which is used or collected for the purpose of serving as a factor in establishing the consumer's eligibility for employment purposes. I understand that an "investigative consumer report" may include information as to my character, general reputation, personal characteristics, and mode of living which may be obtained by interviews with individuals with whom I am acquainted or who may have knowledge concerning any such items of information. I understand that a consumer reporting agency is not required to remove accurate derogatory information from my file unless the information is outdated or cannot be verified.

I authorize and request all persons, schools, public and private entities, credit bureaus, courts, law enforcement agencies, armed forces, employment commissions and all other government agencies to release such information about me without restriction or qualification. I voluntarily waive all recourse against, and release the requested parties from liability for complying with this Authorization. I release Wilson County ESD #3, its employees and agents from any and all liability for the preparation of any report concerning myself or my background. I agree that a photostat or facsimile of this authorization has the same effect as the original.

I understand that under the FCRA, upon written request, I may obtain a copy of any consumer report from the consumer reporting agency that compiled the report, after I have provided proper identification. I am also entitled to a copy of my consumer rights under the FCRA.

I understand that I may have additional rights under federal or state law and may contact the following to learn of those rights: (1) the Federal Trade Commission by telephone at 1-877-FTC-HELP, or by mail at CRC-240, Washington, D.C. 20580; or (2) a state or local consumer protection agency or a state attorney general.

I understand that if Wilson County ESD #3 considers any information in the consumer report when making an employment related decision that directly and adversely affects me, Wilson County ESD #3 will provide me with a copy of the consumer report before the decision is finalized.

This authorization shall remain in effect over the course of my employment, so that Wilson County ESD #3 may order reports periodically during the course of my employment if deemed appropriate.

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SOCIAL SECURITY NUMBER\*

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE OF BIRTH\*

\* Need to verify identity

\_\_\_\_\_  
TODAY'S DATE

## **PRE-EMPLOYMENT PROHIBITED DRUG TEST ACKNOWLEDGEMENT FORM**

As required by Wilson County ESD #3 Policy; certain federal and state regulations, all applicants for covered positions must submit to a prohibited drug test.

Agreement to the above cited policies and regulations authorizes Wilson County ESD #3 to collect a urine or other specimen as cited Wilson County ESD #3 Policy for the purpose of administering a pre-employment prohibited drug test at a time and location determined by the City, and to obtain the results from the testing laboratory.

In the event my specimen tests positive for the presence of a prohibited drug or substances, I will no longer be considered for employment with Wilson County ESD #3. Any further consideration for employment will be in accordance with the terms and conditions in Wilson County ESD #3 Substance Abuse policy.

The results of the test will be reported by the testing laboratory to the Medical Review Officer who will report the test results to the EMS Director for Wilson County ESD #3 record keeping. These results will not be released to any additional parties without the written permission of the applicant named below.

**I hereby agree to submit to a prohibited drug test.**

Applicants Name: \_\_\_\_\_ Date: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

Applicants Signature: \_\_\_\_\_