



MILAM APPRAISAL DISTRICT

120 N. Houston • P.O. Box 769 • Cameron, Texas 76520 • 254.697.6638 • 1.800.772.4457 • Fax 254.697.8059

Application Instructions

Thank you for your interest in employment with the Milam Appraisal District. We appreciate your application and look forward to the possibility of you joining our team. This sheet is for your information please read carefully.

If you need any assistance or accommodation to complete this form or during any of the application process, please notify the HR/Fiscal Administrator and every effort will be made to provide you with the help you request.

Please print all the information so it can be easily read. Be certain that all questions are **completely** answered. Incomplete applications will not be considered. Use the abbreviation "N/A" if a particular provision or section in the form is not applicable to you.

This application form is intended for use in evaluating your qualifications for employment. This is not a contract for employment. False or misleading information given in this form or during the interview process are grounds for terminating the application process, or if discovered after employment, for terminating employment. A background check and/or consumer report may be requested by the Milam Appraisal District.

Employment decisions are made solely on the basis of qualifications to perform the work for which you are applying. Qualifications include education, training and work experience. Credentials and experience will be verified through schools, former employers and any other applicable sources. As an Equal Opportunity Employer, we make the decisions to hire and promote without regard to race, color, age, religion, sex, national origin or ancestry, disability or physical condition, parental status, sexual orientation, gender identity, marital status, level of income or other legally protected status.

You should understand that the position for which you are applying is considered **at-will**, which means that either you or the Milam Appraisal District can terminate employment for any reason or no reason at any time. No one except The Chief Appraiser has the authority to amend this agreement.

Our business is a subscriber to Workers' Compensation of Texas.

We appreciate your interest.

I have read and understood the above information.

Applicant Printed Name

Signature

Date



MILAM APPRAISAL DISTRICT APPLICATION FOR EMPLOYMENT

DATE OF APPLICATION _____

The Milam Appraisal District 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 in full. If an opening is available and the applicant meets 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 Milam Appraisal District are at-will employees and serve at the pleasure of The Chief Appraiser.

Name (last, first, middle)

Phone number

Current address with City, State & Zip Code

Position applied for

Date available for work

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

COLLEGE, UNIVERSITY OR VOCATIONAL SCHOOL BEYOND HIGH SCHOOL

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 Milam Appraisal District 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 10 YEARS: (most recent first)

Company: _____ Address: _____

Years employed: _____ to _____ Salary: start _____ end _____

Job title: _____ Supervisor: _____

Description of work: _____

Reason for leaving: _____

Company: _____ Address: _____

Years employed: _____ to _____ Salary: start _____ end _____

Job title: _____ Supervisor: _____

Description of work: _____

Reason for leaving: _____

Company: _____ Address: _____

Years employed: _____ to _____ Salary: start _____ end _____

Job title: _____ Supervisor: _____

Description of work: _____

Reason for leaving: _____

PLEASE INDICATE YOUR PROFICIENCY:

Computer keyboard/typing speed: _____ 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 experience in an appraisal district or ad valorem tax office? _____

Please list any designations or certificates issued by the Texas Department of Licensing and Regulation or other recognized appraisal certification entities: _____

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

Applicant Signature: _____ Date: _____