

SUTTON COUNTY is accepting applications for:

- **Position:** Full-Time Maintenance Personnel
- **Hours:** Monday – Friday; 40 hours/week
- **Salary:** Will be set by the Department head based on related training and experience
- **Benefits:** Retirement, health, dental, vision, life insurance, vacation, sick leave and bereavement leave

Preferred Qualifications (but not limited to):

- Maintenance, groundskeeping and janitorial training or experience as related to the duties and responsibilities for this position
- Ability to handle tools, equipment and machinery as related to duties and responsibilities for this position
- Knowledge of cleaning chemicals and supplies as related to duties and responsibilities for this position
- Familiarity with Material Safety Data Sheets as related to duties and responsibilities for this position
- A must is integrity and the ability to work with others or independently

Duties and Responsibilities Include (but not limited to):

- Regularly cleaning of designated buildings (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restrooms, sanitizing, etc.)
- Carrying out heavy cleansing tasks and special projects as needed or assigned
- Performing building maintenance (replace HVAC filters and belts, replace light bulbs, minor plumbing repair, minor electrical repair, minor carpentry, painting, etc.)
- Stocking and maintaining supplies for designated building (cleaning, toiletries, etc.)
- Groundskeeping (mowing, weed eating, tree trimming, sprinkler system repair, etc.)
- Lifting (20 plus lbs., moving office furniture, etc.)
- Climbing (stairs, ladders, etc.)
- Working in confined spaces (basements, crawl spaces, attics, etc.)
- Working in various weather conditions year-round (cold, hot, wet, icy, etc.)
- Driving county vehicles and pulling trailers (pickups, utility trailers, etc.)
- Notify management of occurring deficiencies or needs for repairs
- Ability to safely perform all duties and responsibilities related to this position
- Follow all health and safety regulations (policy, safety training, safety warnings for all tools, equipment, machinery, maintenance or cleaning supplies, etc.)
- Keep our county buildings and grounds clean, orderly and safe for the public and our employees

Applications can be picked up in the **Sutton County Auditor's Office; 102 N. Water St., Sonora TX**
Or online at www.co.sutton.tx.us (select Employment Opportunity under the Residents tab).

Applications will be accepted until the position is filled and must be returned in person to the **Sutton County Auditor's Office.**

SUTTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

APPLICATION FOR EMPLOYMENT

SUTTON COUNTY
PO Box 16
Sonora, TX 76950
auditor@suttoncounty.org

We consider applications for all positions without regard to race, color, religion, creed, sex (including pregnancy, sexual orientation and gender identity), national origin, age, disability, citizenship status, genetic information or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For		Date of Application	
How Did You Learn About Us?			
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Relative	<input type="checkbox"/> Inquiry	
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Friend	<input type="checkbox"/> Other _____	
Last Name		First Name	Middle Name
Address		Number	Street
City		State	Zip Code
Telephone Number(s)		E-mail	Social Security Number (Voluntary)

Best time to contact you at home is: _____:_____ ^{AM}/_{PM}

If you are under 18 years of age, can you provide required proof of your eligibility to work? ☐ Yes ☐ No

Have you ever filed an application with us before? ☐ Yes ☐ No

..... If Yes, give date _____

Have you ever been employed with us before?..... ☐ Yes ☐ No

If Yes, give date _____

Do any of your friends or relatives, other than spouse, work here? ☐ Yes ☐ No

Are you currently employed? ☐ Yes ☐ No

May we contact your present employer? ☐ Yes ☐ No

Are you lawfully authorized to work in the United States?..... ☐ Yes ☐ No

Date available for work ____/____/____ What is your desired salary range? _____

Are you available to work: ☐ Full-Time (please indicate 1 2 3 shift)

☐ Part-Time (please indicate Mornings Afternoon Evenings)

☐ Temporary (please indicate dates available ____/____/____ - ____/____/____)

Are you currently on "lay-off" status and subject to recall? ☐ Yes ☐ No

Can you travel if a job requires it? ☐ Yes ☐ No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

NAME: _____ POSITION: _____ DATE: _____ / _____ / _____

EDUCATION

	Name and Address of School	Course of Study	Number of Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

<div></div>

Describe any job-related training received in the United States military.

<div></div>

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, creed, sex (including pregnancy, sexual orientation and gender identity), national origin, age, disability, citizenship status, genetic information or any other legally protected status.

1.	Employer	Dates Employed	From	To
	Address	Work Performed		
	Telephone Number(s)			
	Job Title	Supervisor		
	Reason for Leaving			
2.	Employer	Dates Employed	From	To
	Address	Work Performed		
	Telephone Number(s)			
	Job Title	Supervisor		
	Reason for Leaving			
3.	Employer	Dates Employed	From	To
	Address	Work Performed		
	Telephone Number(s)			
	Job Title	Supervisor		
	Reason for Leaving			
4.	Employer	Dates Employed	From	To
	Address	Work Performed		
	Telephone Number(s)			
	Job Title	Supervisor		
	Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal sex (including pregnancy, sexual orientation and gender identity), race, color, citizenship status and genetic information, religion, national origin, age, creed, disability or other protected status:

ADDITIONAL INFORMATION

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

SPECIALIZED SKILLS (CHECK SKILLS/EQUIPMENT OPERATED)

<input type="checkbox"/> Terminal	<input type="checkbox"/> Spreadsheet	Production/Mobile Machinery (list)	Other (list)
<input type="checkbox"/> PC/MAC	<input type="checkbox"/> Word Processing	_____	_____
<input type="checkbox"/> Typewriter	<input type="checkbox"/> Shorthand	_____	_____
WPM _____	WPM _____	_____	_____

State any additional information you feel may be helpful to us in considering your application.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Can you perform the essential functions of the job, for which you are applying, either with or without a reasonable accommodation? ☐ YES ☐ NO

REFERENCES

1. _____ (_____) _____
(Name) Phone #

(Address)
2. _____ (_____) _____
(Name) Phone #

(Address)
3. _____ (_____) _____
(Name) Phone #

(Address)

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause.

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, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview ☐ Yes ☐ No

Remarks _____

INTERVIEWER DATE

Employed ☐ Yes ☐ No Date of Employment _____

Job Title _____ Hourly Rate/
Salary _____ Department _____

By _____
NAME AND TITLE DATE

This Application For Employment is sold for general use throughout the United States. Amsterdam Printing assumes no responsibility for the use of said form or any questions which, when asked by the employer of the job applicant, may violate State and/or Federal Law.



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Position(s) Applied For Is Open: ☐ Yes ☐ No

Position(s) Considered For: _____

Date _____

NAME: _____ POSITION: _____ DATE: ____ / ____ / ____