|  |  |  |
| --- | --- | --- |
| **A-1 PERSONNEL OF HOUSTON, INC.**  **FAX: 713-773-4325 or E-mail:** [**veronica@a1personnelinc.com**](mailto:veronica@a1personnelinc.com)  **HC TAX OFFICE APPLICANT INFORMATION SHEET**  Promptly return the form completed and signed. | | |
| LAST NAME, FIRST NAME, MIDDLE NAME | | |
| MAIDEN NAME OR ALIASES | | |
| SOCIAL SECURITY # | DATE OF BIRTH | DRIVER LICENSE # & STATE |
| CURRENT ADDRESS STREET CITY STATE ZIP CODE APT # | | |
| CELL PHONE# WORK PHONE# EMAIL ADDRESS | | |
| Have you ever owned or worked for a title company or a title loan company? If yes, please provide details of  The job title and location on an attached sheet. | | |
| Have you ever owned or worked for a car dealership? If yes, please provide details of the job title and  Location on an attached sheet. | | |
| Have you ever bounced a check which resulted in a court case, even if the case was dismissed? | | |
| **Do you have a high school diploma or GED? - You must have either of these to apply. Please provide the name of the school and year you graduated?** | | |
| Do you have any relatives who work for the Harris County Tax Office currently? If yes, please provide  Details of the job title and location on an attached sheet. | | |

By signing below I acknowledge that the above information is true and correct.

Signature Date

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**HARRIS COUNTY TAX ASSESSOR’S OFFICE**

**ACKNOWLEDGEMENT FORM**

**NEPOTISM POLICY**

As a policy, the Harris County Tax Assessor’s Office does not hire relatives of employees for temporary positions, full-time, or part-time positions to avoid even the perception of a conflict of interest.

For purposes of this policy, a relative is defined as a parent, grandparent, child, grandchild, spouse, sibling, aunt, uncle, or first cousin. This hiring exclusion applies to relatives by marriage, by adoption and by legal order as well.

**A-1 PERSONNEL EMPLOYEE ACKNOWLEDGEMENT**

Name: ­­­­­­­­­­­­­­­­­­­­­­­­­­­\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **A-1 PERSONNEL OF HOUSTON,INC.**  **FAX: 713-773-4325 or E-mail:** [**veronica@a1personnelinc.com**](mailto:veronica@a1personnelinc.com)  **HC TAX OFFICE EMPLOYMENTINFORMATION SHEET** | | | | |
| **LAST NAME, FIRST NAME, MIDDLE NAME:** | | | | |
| **List employment history for the last 3 employers, starting with most recent employment.** | | | | |
|  | | | | |
| **Employer:** | **From Date:** | | **To Date:** | |
| **Reporting Supervisor:** | **Hourly Rate:** | | **Position Title:** | |
| **Job Duties:** | | | | |
| **Reason For leaving Employer:** | | | | |
|  | | | | |
| **Employer:** | | **From Date:** | | **To Date:** |
| **Reporting Supervisor:** | | **Hourly Rate:** | | **Position Title:** |
| **Job Duties:** | | | | |
| **Reason For leaving Employer:** | | | | |
|  | | | | |
| **Employer:** | | **From Date:** | | **To Date:** |  | To Date: |
| **Reporting Supervisor:** | | **Hourly Rate:** | | **Position Title:** |  |  |
| **Job Duties:** | | | | |  |  |
| **Reason For leaving Employer:** | | | | |  |  |

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