



Instructions to Applicants: GENERAL EMPLOYMENT APPLICATION

READ ALL INSTRUCTIONS TO AVOID DELAY OR DISQUALIFICATION
INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

1. Applicants must complete a separate application for each position applied for and each time an application is made. We do not maintain prior submitted applications and resumes for consideration for currently posted positions.
2. Electronic applications are available on the GC website at www.co.grayson.tx.us and should be emailed to GOHR@co.grayson.tx.us. The completed electronic application should be saved using the naming format of 'last name + today's date'. The naming format should look like this: 'LASTNAMEMMDDYY' and be in ALL CAPS. For example, John Smith will save his application as 'SMITH013113'. If you submit more than one application *on the same date*, name the additional applications accordingly, as follows: 'SMITH013113APP2'.
3. Applicants who submit electronically are encouraged to attach a resume, cover letter, training certificates or other supporting documents.
4. Manual applications are available in the Office of Human Resources at the address below OR the electronic application may be printed and completed manually. Manually completed applications MUST BE PRINTED LEGIBLY. Incomplete, illegible or unsigned applications *will not be considered*.
5. All fields on any submitted application must be completed even if a resume is attached to the application. Do not write 'see resume' in any sections.
6. If your application is selected for an interview you will be contacted by the hiring department. Due to the high volume of applications we receive, it is not possible to respond to every application; thus, if your application is not selected for interview you will receive no further notice.
7. If offered employment, you will be required to submit acceptable documentation of citizenship or alien status and proof of eligibility to work in the United States. The information you submit will be processed through the E-Verify program of the U.S. Department of Homeland Security.
8. If you are offered employment you will be required to complete a pre-employment screening process which includes taking and passing a Pre-employment Drug Screen. In addition, you will be required to permit a routine criminal background investigation to verify information you provided on the employment application. Omissions, falsifications or misrepresentations will constitute grounds for applicant disqualification or termination of employment if employed at time of discovery. A driving record check may be conducted if driving is a part of the job you have applied for.
9. When you accept an offer of employment, you inherently agree to comply with all Grayson County policies and procedures as well as any additional policies and procedures adopted by the specific department in which you work.
10. Grayson County is an Equal Opportunity Employer. All applicants are given equal consideration for employment without regard to race/ethnicity, color, religion, gender, ancestry, national origin, age, sexual orientation, marital status, disability or veteran status. All applications for employment become public record and are subject to the Texas Public Information Act.