



ANDREWS COUNTY APPRAISAL DISTRICT

600 NORTH MAIN ST
ANDREWS, TEXAS 79714
432-523-9111

Dear Applicant,

Your request for an application for a position with the Andrews County Appraisal District is greatly appreciated.

The following procedure must be followed in order for your application to be processed.

Application Instructions

All of the information below is considered to be part of your formal application for employment and should be included with your submission.

1. A complete application form. In order for your application to receive proper consideration, all information requested on the application must be provided.
2. A copy of your valid registration certificate issued by the Texas Department of Licensing and Regulation, if applicable
3. A copy of your resume, if available

Please return filled out application and accompanying documents to 600 N Main or email to chiefappraiser@andrewscad.org.

Thank you for your interest in employment with the Andrews County Appraisal District.

Sincerely,

Haley Hudgens

Chief Appraiser



ANDREWS COUNTY APPRAISAL DISTRICT

600 NORTH MAIN ST
ANDREWS, TEXAS 79714
432-523-9111

EMPLOYMENT APPLICATION

Position Applied For: _____

Date of Application: _____

APPLICANT INFORMATION

Full Name: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____

Email: _____



ANDREWS COUNTY APPRAISAL DISTRICT

600 NORTH MAIN ST
ANDREWS, TEXAS 79714
432-523-9111

EMPLOYMENT INFORMATION

Type of Employment Desired:

☐ Full-Time ☐ Part-Time

Date Available to Begin: _____

Are you legally authorized to work in the United States?

☐ Yes ☐ No

Do you have a relative who is a member of the Andrews CAD board of directors and/or an employee of the Andrews CAD?

☐ Yes ☐ No



ANDREWS COUNTY APPRAISAL DISTRICT

600 NORTH MAIN ST
ANDREWS, TEXAS 79714
432-523-9111

EDUCATION & TRAINING

High School: _____

College/Technical School: _____

Degree, Certificate, or Training: _____

Relevant Certifications or Licenses:

--



ANDREWS COUNTY APPRAISAL DISTRICT

600 NORTH MAIN ST
ANDREWS, TEXAS 79714
432-523-9111

SKILLS & QUALIFICATIONS

Please check all areas in which you have experience:

- ☐ Customer Service
- ☐ Microsoft Word
- ☐ Microsoft Excel
- ☐ Email/Outlook
- ☐ Data Entry
- ☐ Records Management
- ☐ Property Records
- ☐ Real Estate
- ☐ Property Appraisal
- ☐ Tax/Government Office Experience
- ☐ Accounting/Bookkeeping
- ☐ Other: _____



ANDREWS COUNTY APPRAISAL DISTRICT

600 NORTH MAIN ST
ANDREWS, TEXAS 79714
432-523-9111

EMPLOYMENT HISTORY

Most Recent Employer: _____

Supervisor Name and phone number: _____

Job Title: _____

Dates Employed: _____ to _____

Primary Duties:

--

Reason for Leaving: _____

Previous Employer: _____

Supervisor Name and phone number: _____

Job Title: _____

Dates Employed: _____ to _____



ANDREWS COUNTY APPRAISAL DISTRICT

600 NORTH MAIN ST
ANDREWS, TEXAS 79714
432-523-9111

Primary Duties:

--

Reason for Leaving: _____



ANDREWS COUNTY APPRAISAL DISTRICT

600 NORTH MAIN ST
ANDREWS, TEXAS 79714
432-523-9111

PROFESSIONAL REFERENCES

1.

Name: _____

Phone: _____

Relationship: _____

2.

Name: _____

Phone: _____

Relationship: _____

3.

Name: _____

Phone: _____

Relationship: _____



ANDREWS COUNTY APPRAISAL DISTRICT

600 NORTH MAIN ST
ANDREWS, TEXAS 79714
432-523-9111

APPLICANT CERTIFICATION

I certify that the information provided on this application is true and complete to the best of my knowledge. I understand that any false, misleading, or omitted information may result in disqualification from employment or termination if hired.

I authorize Andrews County Appraisal District to verify information relevant to my application, consistent with applicable laws and District policies.

Applicant Signature: _____

Date: _____