APPLICATION FOR EMPLOYMENT
The County is an Equal Opportunity Employer

COUNTY CLERK'S OFFICE
County Courthouse

Initial screening will be based on this application. Please be sure to answer all items completely and accurately. Let us know if you do not understand an item or need help in completing this application.

Position applied for: _____

Department: _____

Date: _____ Social Security Number: _____ - _____ - _____

Name: _____ Telephone: _____
Last First Middle

Address: _____
Street City State Zip

Driver's License Number: _____ State: _____

Check the type of work for which you are applying:
_____Full time _____Part time

How long do you anticipate being employed by the County? _____

_____

When would you be able to start work with the County? _____

_____

Have you ever worked for the County before? _____
If yes, explain when, in what capacity, and reason for leaving.

When: _____

In What Capacity: _____

Reason for Leaving: _____

Do you have any relatives currently employed by the County? _____
If yes, state the name(s), relationship(s), and department(s) in which employed:

NAME	RELATIONSHIP	DEPARTMENT
1.		
2.		

WORK EXPERIENCE

Note: Not answering all items in the following section may eliminate you from further consideration. Be sure to provide phone numbers for your most recent employers. If you have been discharged from any position, please in detail.

1. Previous Employer _____

   Address _____
   street city state zip

   Phone _____

   Employment Dates -- From _____ To _____

   Position _____ Supervisor's Name _____

   Main duties _____

   _____

   Final Salary _____ Per _____

   *Reason for Leaving _____

2. Previous Employer _____

   Address _____
   street city state zip

   Phone _____

   Employment Dates -- From _____ To _____

   Position _____ Supervisor's Name _____

   Main duties _____

   _____

   Final Salary _____ Per _____

   *Reason for Leaving _____

* If you indicate that you have been discharged from a position, please make any comments which you feel may help clarify circumstances causing the discharge.

_____

_____

_____

MAY WE CONTACT THE EMPLOYERS LISTED ABOVE? _____

EDUCATION/TRAINING:

Please provide information about your educational and training background. Use additional space if necessary.

What is the highest level of education you have attained? _____

_____

Elementary/Junior High/High School: _____
(name of last one attended) name/city/state

Last Grade Completed: _____

Special Training, Secretarial Schools, CETA, or Armed Forces Training:

School	Course Name	Dates Attended (How long was training?)
_____	_____	_____
_____	_____	_____

College:

Name	Dates Attended	Major	Degree or Hours
_____	_____	_____	_____
_____	_____	_____	_____

Please make a handwritten statement concerning why you believe you would be a good employee in the Department you have applied for. Be specific. (If, for example, you are applying for a road/bridge job state work experience that has prepared you for this work.)

_____

_____

_____

_____

_____

_____

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_____

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_____

PLEASE READ CAREFULLY AND SIGN - APPLICATIONS NOT SIGNED WILL NOT BE ACCEPTED.

The facts set forth above in my application for employment are true and complete to the best of my knowledge. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. I further understand that an incomplete application or an absence of my signature on this application is just cause for rejection of this application. My signature authorizes the County to review my previous employment record, my driving and criminal records and/or other background data as it may relate to the position(s) for which I am applying or have been hired. I also understand that for some positions, an offer of employment with the County may be contingent upon the results of a physical examination.

_____ _____

Date Signature of Applicant

FURTHER INFORMATION

Are you a United States citizen? _____

Have you ever been convicted of a felony crime? _____

If yes, explain. _____

Are you willing to sign for and agree to conditions of employment of the County that have been reviewed and are in accord with known state and federal law? _____

_____

Signature of Applicant