

Application for Employment

Instructions: It is the policy of the county to provide equal opportunity with regard to all terms and conditions of employment. The county complies with federal and state laws prohibiting discrimination on the basis of race, color, religion, creed, national origin, disability, veteran status, age, or any other protected characteristic.

Name _____
Phone () _____
Address _____
City/State/Zip _____
Email Address _____

Position applied for _____
Expected pay _____

Would you accept full-time work? yes no

Would you accept part-time work? yes no

On what date would you be available for work? _____

Have you ever been employed here before? yes no

Dates: _____

Special training or skills:

Languages, machine operation, etc. that would be of benefit in the job for which you are applying.

for office use only:

Applicant # _____
Employee # _____
Hire date _____
Position _____
Rate _____
Class _____
Skill _____
Other _____
Notes: _____

Attachments:

- Resume
- Reference Check
- Applicant Interview
- Employee Data Card

Are you authorized to work and remain in the United States? yes no

If yes, proof of identity is required. ID Type: _____ Issuing state: _____

Do you have a valid driver's license? yes no Issuing state: _____

Have you ever been convicted of any violation of the law? yes no

(Exclude traffic violations) A conviction will not necessarily disqualify an applicant from the position sought.

If yes, When? _____

Employment Experience

List your most recent employer first.
Place an by the employer(s) you **do not** want us to contact.

1. Employer _____
 Address _____

Phone: () _____
Job Title: _____ Supervisor _____
Dates Employed: From (mm/yy) ____ / ____ to (mm/yy) ____ / ____
Hourly rate/salary: starting: \$ _____ final: \$ _____
Reason for Leaving: _____
Work performed: _____

2. Employer _____
 Address _____

Phone: () _____
Job Title: _____ Supervisor _____
Dates Employed: From (mm/yy) ____ / ____ to (mm/yy) ____ / ____
Hourly rate/salary: starting: \$ _____ final: \$ _____
Work performed: _____
Reason for Leaving: _____
Work performed: _____

3. Employer _____
 Address _____

Phone: () _____
Job Title: _____ Supervisor _____
Dates Employed: From (mm/yy) ____ / ____ to (mm/yy) ____ / ____
Hourly rate/salary: starting: \$ _____ final: \$ _____
Reason for Leaving: _____
Work performed: _____

4. Employer _____
 Address _____

Phone: () _____
Job Title: _____ Supervisor _____
Dates Employed: From (mm/yy) ____ / ____ to (mm/yy) ____ / ____
Hourly rate/salary: starting: \$ _____ final: \$ _____
Reason for Leaving: _____
Work performed: _____

Educational Background

Grammar School:

Name of school: _____ Location: _____
Course of study: _____ Did you graduate? yes no
Degree or diploma _____ Date _____ / _____

High School:

Name of school: _____ Location: _____
Course of study: _____ Did you graduate? yes no
Degree or diploma _____ Date _____ / _____

College:

Name of school: _____ Location: _____
Course of study: _____ Did you graduate? yes no
Degree or diploma _____ Date _____ / _____

Vocational Training / Other:

Name of school: _____ Location: _____
Course of study: _____ Did you graduate? yes no
Degree or diploma _____ Date _____ / _____

Professional License or Certificate, If required

Type: _____ Date Issued: _____
Serial Number: _____ Date Expired: _____

Continuing Education:

References

List three references who are not relatives or former supervisors.

1 Name: _____
Address: _____
Phone Number: () _____ Email: _____
Occupation: _____ Years known _____
2 Name: _____
Address: _____
Phone Number: () _____ Email: _____
Occupation: _____ Years known _____
3 Name: _____
Address: _____
Phone Number: () _____ Email: _____
Occupation: _____ Years known _____

APPLICANT'S STATEMENT AND AUTHORITY TO RELEASE INFORMATION

I understand that this employment application and any other county documents are not contracts of employment, and any person hired may be terminated by the employer at any time for any reason. I understand that any oral or written statements to the contrary are expressly disavowed and should not be relied upon by a prospective or existing employee. I understand that Perkins County may modify, change, or revoke any of its employment policies, pay practices, and benefits without my agreement.

I hereby authorize any and all persons, companies, or agencies to release any and all background information, of a confidential or privileged nature, including criminal history, relevant to this application and any pertinent information they may have to the hiring authorities of Perkins County. I release all such parties from all liability of every kind as the result of furnishing the same to Perkins County. This information is to be used to assist the county in determining my qualifications and fitness for the position I am seeking. I hereby release Perkins County and its officers, agents and employees from any liability for the use of any and all of the foregoing information, in consideration for being reviewed for the aforesaid position.

I hereby state that all answers on this application are true and understand that falsifying this information can lead to termination if hired. I UNDERSTAND THAT IN ACCORDANCE WITH COUNTY POLICY, FINAL CANDIDATES ARE SUBJECT TO AN ALCOHOL / DRUG TEST AS A CONDITION OF EMPLOYMENT.

Applicant's signature

Date
