

APPLICATION FOR EMPLOYMENT

DATE: _____ POSITION APPLIED FOR: _____

Referred by: _____ Date Available for Work: _____

INSTRUCTIONS: Please read carefully. Every item on this form must be answered to the best of your ability. Please print and use a pen. Your qualifications will be carefully reviewed, and you will be given thorough consideration for any suitable vacancy. Upon employment, this application will become part of your permanent record with this institution. Keep this in mind as you complete it. Special Note: You are not required to supply any information that is prohibited by Federal, State or Local Law. We are an Equal Opportunity Employer. You may request assistance to complete this application.

PERSONAL

Name _____ Telephone Number _____

Street _____ City _____ State _____ Zip _____

Previous Address _____ Social Security Number _____

D.O.B. _____ Age _____ Height _____ Sex _____

Are you legally entitled to work in the United States? _____ Yes _____ No

Have you ever been convicted of a felony? _____ If yes, explain: _____

Have your driving privileges ever been revoked or suspended? _____ Yes _____ No

EDUCATION

High School (Name and Address) _____

Did you graduate? _____ If no, last grade completed _____ G.E.D. Obtained? _____

Colleges (Name and Address) _____

Colleges (Name and Address) _____

Did you graduate? _____ If no, number of hours completed _____ Degree _____

MILITARY

List service in U.S. Military-From _____ to _____ Branch _____

Rank at Discharge _____ Military experience that may be applicable _____

GENERAL EMPLOYMENT INFORMATION

1. List all of the equipment with which you have had experience and training. Examples: typewriter, adding machine, computers, calculators, etc. _____
2. List any licensing that you may have, such as CDL _____
3. Were you previously employed by this institution? _____ If yes, when _____ to _____
4. Salary Expected _____ hour _____ week Number of hours you are available per week _____

5. Type of Employment sought Regular full time Regular part-time Temporary As needed

6. Which of these times are you available? Days yes no Nights yes no
Weekends yes no Holidays yes no

7. Indicate hours you are available to work on the following days (or circle Anytime, if you have no restrictions)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
_____ to _____	_____ to _____	_____ to _____	_____ to _____	_____ to _____	_____ to _____	_____ to _____
Anytime	Anytime	Anytime	Anytime	Anytime	Anytime	Anytime

8. List names of relatives currently employed by this company _____

EXPERIENCE

List below all present and past employment, beginning with your most recent employer:

1. Employer _____ Starting salary _____ per hour or week
Address _____ Last salary _____ per hour or week
Kind of Business _____ Supervisor _____
Job Title _____ Reason for leaving: Quit Discharged Retired
Dates Employed: From _____ to _____
For job reference, call _____ at _____
_____ Please do not contact this employer. Why? _____

2. Employer _____ Starting salary _____ per hour or week
Address _____ Last salary _____ per hour or week
Kind of Business _____ Supervisor _____
Job Title _____ Reason for leaving: Quit Discharged Retired
Dates Employed: From _____ to _____
For job reference, call _____ at _____
_____ Please do not contact this employer. Why? _____

3. Employer _____ Starting salary _____ per hour or week
Address _____ Last salary _____ per hour or week
Kind of Business _____ Supervisor _____
Job Title _____ Reason for leaving: Quit Discharged Retired
Dates Employed: From _____ to _____
For job reference, call _____ at _____
_____ Please do not contact this employer. Why? _____

In the following space, please describe briefly why you are applying for this position:

CONDITIONS OF EMPLOYMENT

To Applicant: Read this information carefully and sign below.

This institution does not discriminate on the basis of race, color, religion, sex, national origin, age, marital status or disability.

1. The facts as stated on this application are true and correct. I understand that, if employed, false statements on this application may cause my immediate dismissal.
2. I authorize such background and personal reports as deemed necessary to verify that the information I have supplied is true and accurate and to determine my fitness for this job. A copy of this authorization is as valid as the original.
3. I understand that I may be required to work overtime as a condition of being employed here.
4. In consideration of my employment, I agree to conform to the rules and regulations for employees. I understand that my employment and compensation can be terminated, with or without cause, at any time at the option of the County Judge/Executive. I understand that no representative of this institution has any authority to enter into any verbal agreement for employment for any specified period of time or make any agreement contrary to the foregoing.
5. I understand that I may be required to submit to a pre-employment and post-employment test for fitness, honesty, and/or substance abuse, if not prohibited by law.
6. Upon separation of employment, I authorize this institution to hold my final check until all uniforms, etc. are returned to the Nelson County Judge/Executive.

SIGNATURE _____ DATE _____

INSTRUCTIONS TO APPLICANT: COMPLETE THE FOLLOWING SECTIONS.

AUTHORIZATION FOR CRIMINAL RECORD CHECK

I am being considered for employment. I authorize the County Judge/Executive to conduct a criminal record check. My signature below is a request to local, state, or federal law enforcement agencies to release what ever information is requested by the County Judge/Executive.

Signature _____

Please Print:

NAME _____ SOCIAL SECURITY NUMBER _____

STREET ADDRESS _____

City _____ STATE _____ ZIP CODE _____ D.O.B. _____

AUTHORIZATION FOR EMPLOYMENT REFERENCE CHECK

Please list below two (2) business references who can attest to your skills, knowledge and experience that will contribute to your success in the position for which you are applying.

NAME _____ NAME _____

ADDRESS _____ ADDRESS _____

TELEPHONE () _____ TELEPHONE () _____

OCCUPATION _____ OCCUPATION _____