

# 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Have your driving privileges ever been revoked or suspended?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 _____						
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 \_\_\_\_\_