|  |  |  |
| --- | --- | --- |
| **Employment Application** |  | Garfield County |

## Applicant Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name: |  |  |  | Date: |  |
|  | Last | First | M.I. |  |  |

|  |  |  |
| --- | --- | --- |
| Address: |  |  |
|  | Street Address | Apartment/Unit # |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | City | State | ZIP Code |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone: |  | Email |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date Available: |  |  |  | Desired Salary: | $ |

|  |  |
| --- | --- |
| Position Applied for: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Are you a citizen of the United States? | YES | NO | If no, are you authorized to work in the U.S.? | YES | NO |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you ever worked for this company? | YES | NO | If yes, when? |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you ever been convicted of a felony? | YES | NO | If yes, explain: | |
|  | | | |

## Education

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| High School: | | |  | | | | Address: |  | | | |
| From: |  | | | To: |  | Did you graduate? | | YES | NO | Diploma:: |  |
| College: | |  | | | | | Address: |  | | | |
| From: |  | | | To: |  | Did you graduate? | | YES | NO | Degree: |  |
| Other: | |  | | | | | Address: |  | | | |
| From: |  | | | To: |  | Did you graduate? | | YES | NO | Degree: |  |

## References

Please list three professional references.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full Name: |  | | Relationship: |  |
| Company: |  | | Phone: |  |
| Address: |  | | | |
| Full Name: |  | | Relationship: |  |
| Company: |  | | Phone: |  |
| Address: | |  | | |
| Full Name: |  | | Relationship: |  |
| Company: |  | | Phone: |  |
| Address: |  | | | |

## Previous Employment

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Company: |  | | | | | | | | | | Phone: |  | |
| Address: |  | | | | | | | | | | Supervisor: |  | |
| Job Title: |  | | | | | Starting Salary: | | | $ | | Ending Salary: | | $ |
| Responsibilities: | | |  | | | | | | | | | | |
| From: | |  | | To: |  | | Reason for Leaving: | | | |  | | |
| May we contact your previous supervisor for a reference? | | | | | | | | YES | | NO |  | | |
|  | | | | | | | |  | |  |  | | |
| Company: |  | | | | | | | | | | Phone: |  | |
| Address: |  | | | | | | | | | | Supervisor: |  | |
| Job Title: |  | | | | | Starting Salary: | | | $ | | Ending Salary: | | $ |
| Responsibilities: | | |  | | | | | | | | | | |
| From: | |  | | To: |  | | Reason for Leaving: | | | |  | | |
| May we contact your previous supervisor for a reference? | | | | | | | | YES | | NO |  | | |
|  | | | | | | | |  | |  |  | | |
| Company: |  | | | | | | | | | | Phone: |  | |
| Address: |  | | | | | | | | | | Supervisor: |  | |
| Job Title: |  | | | | | Starting Salary: | | | $ | | Ending Salary: | | $ |
| Responsibilities: | | |  | | | | | | | | | | |
| From: | |  | | To: |  | | Reason for Leaving: | | | |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES | NO |  |

|  |
| --- |
| Skills and Qualifications |
| Summarize skills and qualifications that may qualify you to work for Garfield County (use additional pages or make reference to see resume): |

## Military Service

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Branch: |  | | | | From: |  | To: |  |
| Rank at Discharge: | |  | | Type of Discharge: | |  | | |
| If other than honorable, explain: | | |  | | | | | |

## Disclaimer, Certification and Signature

PLEASE READ CAREFULLY BEFORE SIGNING

It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer’s service if I have been employed.

I hereby certify that all the information submitted by me on this application is true and complete and I understand that if any false information, omissions or misrepresentations are discovered, my application may be rejected and if I am employed, my employment may be terminated at any time. In consideration of my employment, I agree to conform to Garfield County’s Rules, Policies and Regulations. I also certify that I have read and understand the Job Description for the position in which I am applying and that I am physically, mentally and emotionally able to fully perform, without an accommodation, the job tasks as defined in the Job Description.

I give Garfield County the right to investigate all references and to secure additional information about me, if job related. I authorize Garfield County to conduct a criminal background check in connection with its consideration of me for employment. I hereby release from liability Garfield County and its representatives from seeking such information and all other persons, corporations or organizations for furnishing such information.

I agree to provide a certified copy of my driver’s record from the Department of Motor Vehicles. I understand that the information contained in my driver’s record will be used to evaluate my qualification and selection for employment with Garfield County.

Garfield County is an Equal Opportunity Employer. Garfield County does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing and application’s consideration for employment on a basis prohibited by local, state, or federal law.

Please provide cover letter and resume with application.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |