

Application for Employment

Please Print

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Department you are applying with.

Full Legal Name Last First Middle

Address Street City State ZIP Code

Daytime Telephone # Other Phone # E-Mail Address

Position(s) applied for Date of Application (mm/dd/year)

Referral Source (Please check the appropriate category and list the source.)

- Walk-in, Employee, Advertisement, Company's Website, Other Internet, School, Job Fair, Staffing Agency, Government Employment Agency, Other

If necessary, best time to call you is Telephone OR Other Telephone OR Email May we contact you at work? If yes, work number and best time to call:

If you are under 18 and it is required, can you furnish a work permit? If no, please explain:

Have you submitted an application here before? If yes, give date(s) and position(s):

Have you ever been employed here before? If yes, give dates: From To Is this application a request for reemployment following an extended military leave of absence from Fremont County? If yes, additional information may be requested.

Are you legally eligible for employment in the U.S. Yes No

Date available for work

What is your desired salary range or hourly rate of pay? \$ Per

Type of employment desired: Full-Time Part-Time Educational Co-op Seasonal Temporary

Will you relocate if job requires it? Will you travel if job requires it? If they have been explained to you, are you able to meet the attendance requirements of the position? Will you work overtime if required? If no please explain:

Are you able to perform the "essential functions" of the job for which you are applying (with or without reasonable accommodation)?

This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.

Need more information about the job's "essential functions" to respond.

Driver's license # required if driving may be required in the job for which you are applying: State

Have you ever pleaded "guilty" or "no contest" to or been convicted of a crime? If yes, please provide date(s) and details:

Have you entered into an agreement with any former employer or other party (such as a noncompetition agreement) that might, in any way, restrict your ability to work for our company? If yes, please explain:

Employment History (continued)

Explain any gaps in your employment, other than those due to personal illness, injury or disability. _____

If not addressed on previous page, have you ever been fired or asked to resign from a job?..... Yes No

If **yes**, please explain: _____

Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying:

Computer Skills (Check appropriate boxes. Include software titles and years of experience.)

Word Processing _____ Years: _____ Internet _____ Years: _____
 Spreadsheet _____ Years: _____ Other _____ Years: _____
 Presentation _____ Years: _____ Other _____ Years: _____
 E-Mail _____ Years: _____ Other _____ Years: _____

Educational Background

Starting with your most recent school attended, provide the following information.

School (include City & State)	Years Completed	Completed	GPA Class Rank	Major/Minor
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		

References

List names and telephone numbers of three (3) business/work references who are **not** related to you and are **not** previous supervisors. If not applicable, list three (3) school or personal references who are **not** related to you.

Name	Title	Relationship to You	Telephone with Area Code	E-mail	# of Years Known

Social Security Number

Social Security # _____ - _____ - _____

We will use this information only for employment purposes and make reasonable efforts to safeguard your privacy.

Related Information

To what job-related organizations (professional, trade, etc.) do you belong?

Exclude memberships that would reveal race, color, religion, sex, national origin, genetic information, citizenship, age, mental or physical disabilities, veteran/reserve, National Guard or any other similarity protected status.

Organization	Offices Held

List special accomplishments, publications, awards, etc.

Exclude information that would reveal race, color, religion, sex, national origin, genetic information, citizenship, age, mental or physical disabilities, veteran/reserve, National Guard or any other similarly protected status.

In your current or a previous job, have you ever written instructions or directions to be followed by employees or customers?

Yes No Not Applicable If **yes**, please explain: _____

Is there any other job-related information you want us to know about you? _____

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

This Company does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, genetic information, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. This Company likewise does

not tolerate harassment based on sex, race, color, religion, national origin, citizenship, genetic information, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited, whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). The Company takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date ____/____/____

Letter of Understanding

I am applying for a position with Fremont County Government Department/Office _____. I understand there are certain requirements I must meet before I can be accepted into this position. A Hiring Review Board will evaluate my potential suitability for employment. I may, at this point, receive an oral interview and if successful, I may receive a conditional offer of employment which will be followed by some or the entire following test(s) depending on the position(s) I have sought.

Standard

- Review of my completed Personal History Statement
- Criminal background check
- Examination of my prior employment

May be specific to position applying for.

- Drug Screening Test
- Standard Medical Examination
- Hearing Test
- Psychological Evaluation
- Physical Abilities Test

The aforementioned test(s) will be administered in a manner selected by the individual Fremont County departments as needed. I understand the results of the tests are the property of the agency to which I have applied and that I will not receive copies of the reports nor any information contained in them except as it may relate to a serious condition discovered by the examining physician.

A second Hiring Review Board may evaluate all tests in light of the requirement of the job, along with previous information and will make a final decision as to my suitability for employment.

I agree to assist in the expedient conclusion of these reviews and examinations. I understand that successful completion of this process does not guarantee employment with Fremont County Government; only that I will be considered for positions as they become available. I have read and understand the content and purpose of this Letter of Understanding. I agree to abide by these requirements as a condition of employment with Fremont County Government.

Signature of Applicant _____ Date ____/____/____