

CHARLES MIX COUNTY APPLICATION FOR EMPLOYMENT

(Please attach a Resume)

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(Please Print)

Last Name First Name Middle

Address City State Zip Code Phone No.

Position(s) Applied For: Date of Application

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No
If yes, give date: _____

Have you ever been employed with us before? Yes No
If yes, give date: _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No
Proof of citizenship or immigration status will be required upon employment

On what date would you be available for work? _____

Are you available to work: Full-time Part-time Shift Work Temporary

Are you currently on "layoff" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

Have you ever been convicted of a felony within the last 7 years? Yes No
If yes, please explain? *Conviction will not necessarily disqualify you from employment.*

Education

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Additional Information

Please list computer programs you are proficient in:
Summarize special job-related skills and qualifications acquired from employment or other experience.
State any additional information you feel may be helpful to us in considering your application.

Additional Information for Highway Department Applicants		
Do you have a CDL?	YES	NO
Please list any heavy equipment experience you have:		

Indicate any foreign languages you can speak, read and/or write			
	Fluent	Good	Fair
Speak			
Read			
Write			

Recent Employment History

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

1

Employer		Dates	
		From	To
Address			
Telephone No.		Hourly Rate/Salary	
		Starting	Current/Final
Job Title	Supervisor		
Duties or Responsibilities			
Reason for leaving			

2

Employer		Dates	
		From	To
Address			
Telephone No.		Hourly Rate/Salary	
		Starting	Current/Final
Job Title	Supervisor		
Duties or Responsibilities			
Reason for leaving			

3

Employer		Dates	
		From	To
Address			
Telephone No.		Hourly Rate/Salary	
		Starting	Current/Final
Job Title	Supervisor		
Duties or Responsibilities			
Reason for leaving			

IF YOU NEED ADDITIONAL SPACE, PLEASE PROVIDE AN ATTACHMENT

References Other than Previous Employers or Relatives

Providing this information means that you give this organization permission to contact the references listed.

Name	Address	Telephone No.
------	---------	---------------

Name	Address	Telephone No.
------	---------	---------------

Name	Address	Telephone No.
------	---------	---------------

APPLICANT'S ACKNOWLEDGMENT

I understand that employment at Charles Mix County is employment-at-will. The employment relationship may be ended by Charles Mix County or me, with or without cause, at any time, for any reason, with or without notice.

This application shall be considered active for no more than 45 days. After that time, applicants will be required to resubmit a completed application. The applicant understands that neither this document nor any offer of employment from this employer constitutes an employment contract unless a specific document is executed in writing by the employer and employee.

I certify that answers given in this application are true and complete to the best of my knowledge. I authorize investigation into all statements I have made on this application as may be necessary for reaching an employment decision.

In the event I am employed, I understand that any false or misleading information I knowingly provided in my application or interview(s) may result in discharge and/or legal action. I understand also that if employed, I am required to abide by all rules and regulations of the employer and any special agreements reached between the employer and me.

Signature of Applicant

Date

Charles Mix County is an Equal Opportunity Employer