

APPLICATION FOR EMPLOYMENT

Applicant Information

APPLICANT FULL NAME: _____

HOME PHONE: _____ OTHER PHONE: _____

ADDRESS: _____ CITY, STATE, ZIP: _____

Position applying for: _____

How did you learn about this job opening? _____

Are you applying for:

- Temporary Work-(such as summer or holiday work)
- Regular Part Time
- Regular Full Time

If hired what date can you start working? _____

Are you available to work over time? _____

Personal Information

Have you ever applied to and/or worked for Carter County before? _____

If yes, please explain (include date) _____

Do you have any relatives working for Carter County? _____

If yes, state name and relationship _____

If hired, would you have transportation to/from work? _____

Are you over the age 18? _____ Are you a U.S. citizen? _____

If no, can you provide proof of your legal right to work in the United States? _____

If hired, are you willing to submit to and pass a controlled substance test? _____

Are you able to perform the essential functions of the job for which you are applying, with/without reasonable accommodation? _____

If no, describe the function that cannot be performed _____

Have you ever been convicted of a criminal offence? _____

If yes, please describe the crime, state nature of the crime(s), when, and where convicted.

Notes:

Carter County complies with ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. It is possible that a hire may be tested on skill/ability and may be subject to a medical examination conducted by a medical professional.

No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offence, the nature of the offence, including any significant details that affect the description of the event, the surrounding circumstances, and the relevance of the offence to the position applied for may, however, be considered.

Do you have any other experience, training, qualifications, volunteer experience, or skills which you feel should be brought to our attention, in the case that they make you especially suited for working with us? Please use the area below to explain:

Education, Training, and Experience:

High School:

School Name: _____ Number of years completed: _____

School Address: _____ Diploma or GED earned? _____

College / University

School Name: _____ Number of years completed: _____

School Address: _____ Degree earned: _____

Vocational School:

School Name: _____ Number of years completed: _____

School Address: _____ Degree earned: _____

Military:

Branch: _____ Rank in Military: _____

Total Years of Service: _____ Skills/Duties: _____

Related Details: _____

Employment History

Are you currently employed? _____ If yes, may we contact your current employer? _____

Below please describe past and present employment positions, dating back five years. Please account for all periods of unemployment.

Name of Employer: _____ Name of Supervisor: _____

Telephone Number: _____ Address: _____

Length of Employment: _____ Position: _____

Duties: _____

Reason for leaving: _____

May we contact this employer? _____

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Length of Employment: _____ Position: _____

Duties: _____

Reason for leaving: _____

May we contact this employer? _____

References

Name: _____ Telephone Number: _____

Address, City, State, Zip: _____

Occupation: _____ Number of Years Acquainted: _____

Name: _____ Telephone Number: _____

Address, City, State, Zip: _____

Occupation: _____ Number of Years Acquainted: _____

Name: _____ Telephone Number: _____

Address, City, State, Zip: _____

Occupation: _____ Number of Years Acquainted: _____

Please read and sign below

I certify that I have not purposely withheld any information that might adversely affect my chances for hiring. I attest to the fact that the answers given by me are true and correct to the best of my knowledge and ability. I understand that any omission (including any misstatement) of material fact on this application or any document used to secure can be grounds for rejection of application, or if I am employed by Carter County, terms for my immediate expulsion from County employment.

I permit Carter County to examine my references, record of employment, education record, and any other information I have provided. I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure. In addition, I release Carter County, my former employers and all other persons, corporations, partnerships, and associations from any and all claims, demands, or liabilities arising out of, or in any way related to such inspection of disclosure.

Applicant's Signature: _____ **Date:** _____