**BROOKS COUNTY**

**APPLICATION FOR EMPLOYMENT**

|  |
| --- |
| It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability, or other protected classification. |

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Street City State Zip

Telephone number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Are you over 18 years old? [ ]  Yes [ ]  No

Are you authorized to work in the U.S. on an unrestricted basis? [ ]  Yes [ ]  No

How did you learn of this opening? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you worked here before? [ ]  Yes [ ]  No

Have you been told the essential functions of the job or have you been shown a copy of the job description listing the essential functions of the job? [ ]  Yes [ ]  No

Can you perform these essential functions with or without reasonable accommodations? [ ]  Yes [ ]  No

Are there any hours, shifts or days you cannot or will not work? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Shift preferred\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Part-Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Full-Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you willing to work overtime as required? [ ]  Yes [ ]  No

Have you ever been convicted of a felony? [ ]  Yes [ ]  No (Conviction will not necessarily disqualify an applicant for employment.) If yes, describe conditions:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EDUCATION** | **NAME & LOCATION OF SCHOOL** | **YEAR** **GRADUATED** | **MAJOR** | **DIPLOMA/DEGREE** |
| **High School** |  |  |  |  |
| **College/University** |  |  |  |  |
| **College/University** |  |  |  |  |
| **Other Training/Education** |

In addition to your work history (reverse side), what other expectations, skills or qualifications would especially fit you for work with our county?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| POSITIONS APPLIED FOR 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Wage or salary desired? $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ When can you start? \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

WORK HISTORY May we contact your present employer? [ ]  Yes [ ]  No

|  |  |  |
| --- | --- | --- |
| **Most Recent Employer** | **Address** | **Telephone** |
| **Date Started Starting Salary $ Per** | **Starting Position** |
| **Date Left Salary on Leaving $ Per** | **Position on Leaving** |
| **Name and Title of Supervisor** |
| **Description of Duties** | **Reason for Leaving** |
| **Most Recent Employer** | **Address** | **Telephone** |
| **Date Started Starting Salary $ Per** | **Starting Position** |
| **Date Left Salary on Leaving $ Per** | **Position on Leaving** |
| **Name and Title of Supervisor** |
| **Description of Duties** | **Reason for Leaving** |
| **Most Recent Employer** | **Address** | **Telephone** |
| **Date Started Starting Salary $ Per** | **Starting Position** |
| **Date Left Salary on Leaving $ Per** | **Position on Leaving** |
| **Name and Title of Supervisor** |
| **Description of Duties** | **Reason for Leaving** |
| **Most Recent Employer** | **Address** | **Telephone** |
| **Date Started Starting Salary $ Per** | **Starting Position** |
| **Date Left Salary on Leaving $ Per** | **Position on Leaving** |
| **Name and Title of Supervisor** |
| **Description of Duties** | **Reason for Leaving** |

**APLLICATIONS CERTIFICATION AND AGREEMENT**

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize Brooks County to make an investigation of any of the facts set forth in this application.

I understand that employment in this County is “at will,” which means that I or the County can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on the basis. I understand that no supervisor, manager, or elected official of the County has any authority to alter the foregoing.

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Applicant’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_