



# Taylor County Employment Application

An Equal Opportunity Employer

<i>First Name</i>	<i>Middle Name</i>	<i>Last Name</i>
<i>Address</i>		
<i>City</i>	<i>State</i>	<i>Zip</i>
<i>Email Address</i>		
<i>Preferred Telephone</i>	<i>Alternate Telephone</i>	

**All new hires will be required to provide documentation establishing identity and legal right to work in the United States.**

Do you have a legal right to work in this country?     Yes     No

Are you 18 years of age or older?     Yes     No

Do you have a valid driver's license?     Yes     No    State Issued \_\_\_\_\_

Do you have a Commercial Driver's License?     Yes     No

If yes, what type?     A     B     C

Endorsements:     N     T     P     X     H     S

As a prospective employer, we must ask any applicant for a driving position with our county whether he/she has tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which the applicant applied for, but did not obtain, "safety-sensitive transportation work" (driving a commercial motor vehicle) during the past two years.

Yes, I have tested positive for drugs/alcohol, or refused to take a pre-employment drug/alcohol test in the two years preceding the date of this application.

No, I have not tested positive for drugs/alcohol, or refused to take a pre-employment drug/alcohol test in the two years preceding the date of this application.

DOT regulations prohibit our utilizing you to perform a "safety-sensitive function" (driving a commercial motor vehicle) if you had a positive test or a refusal to test, until and unless you provide documents showing successful completion of the return-to-duty process in accordance with DOT regulations.

## EMPLOYMENT INFORMATION

Position Applying For: \_\_\_\_\_

Type of Employment Desired:     Full-Time     Part-Time     LTE     Seasonal

Date Available to Begin Employment: \_\_\_\_\_

How did you become aware of this position?

Friend / Relative     Newspaper    Name of Publication: \_\_\_\_\_

School     Internet Site(s)    Name of Website: \_\_\_\_\_

Taylor County Website     Other    Please Explain: \_\_\_\_\_

## EDUCATION

High School Name \_\_\_\_\_

Location (City & State) \_\_\_\_\_

Major Subjects \_\_\_\_\_

Diploma or GED?  Yes  No

College Name \_\_\_\_\_

Location (City & State) \_\_\_\_\_

Degree & Major/Minor \_\_\_\_\_

# Years Attended \_\_\_\_\_

Degree or Diploma Earned?  Yes  No

College Name \_\_\_\_\_

Location (City & State) \_\_\_\_\_

Degree & Major/Minor \_\_\_\_\_

# Years Attended \_\_\_\_\_

Degree or Diploma Earned?  Yes  No

College Name \_\_\_\_\_

Location (City & State) \_\_\_\_\_

Degree & Major/Minor \_\_\_\_\_

# Years Attended \_\_\_\_\_

Degree or Diploma Earned?  Yes  No

Graduate School Name \_\_\_\_\_

Location (City & State) \_\_\_\_\_

Degree & Major \_\_\_\_\_

# Years Attended \_\_\_\_\_

Degree Earned?  Yes  No

Other School Name \_\_\_\_\_

Location (City & State) \_\_\_\_\_

School Degree, Diploma, or Certificate & Major \_\_\_\_\_

Degree, Diploma or Certificate Earned?  Yes  No # Years Attended \_\_\_\_\_

## TRAINING COURSES or SEMINARS *(list any relevant training courses or seminars you have completed)*

Course/Seminar Name & Content	Date(s) Attended

## LICENSES & CERTIFICATIONS *(list any relevant licenses and/or certifications)*

License/Certification	State Issued

**EMPLOYMENT** - Begin with the most recent. Complete a separate employment history for a job title change with the same employer. Be certain to include service in the Armed Forces.

<i>Employer</i>	<i>Telephone</i>
<i>Address</i>	<i>Type of Business</i>
<i>Employment Dates (from mm/yy to mm/yy)</i>	<i>Job Title</i>
<i>Status</i> <input type="checkbox"/> <i>Full-Time</i> <input type="checkbox"/> <i>Part-Time</i> <input type="checkbox"/> <i>Seasonal</i> <input type="checkbox"/> <i>Limited Term</i> <input type="checkbox"/> <i>Contracted</i>	
<i>Description of Duties</i>	
<i>Name of Immediate Supervisor &amp; Job Title</i>	<i>Salary Start</i>
<i>Reason for Leaving</i>	<i>Salary End</i>
<i>May we contact this employer as a reference?</i> <input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i>	
<i>If no, please explain:</i>	
<i>Employer</i>	<i>Telephone</i>
<i>Address</i>	<i>Type of Business</i>
<i>Employment Dates (from mm/yy to mm/yy)</i>	<i>Job Title</i>
<i>Status</i> <input type="checkbox"/> <i>Full-Time</i> <input type="checkbox"/> <i>Part-Time</i> <input type="checkbox"/> <i>Seasonal</i> <input type="checkbox"/> <i>Limited Term</i> <input type="checkbox"/> <i>Contracted</i>	
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<i>If no, please explain:</i>	
<i>Employer</i>	<i>Telephone</i>
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<i>If no, please explain:</i>	

<i>Employer</i>		<i>Telephone</i>	
<i>Address</i>		<i>Type of Business</i>	
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<i>May we contact this employer as a reference?</i> <input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i>			
<i>If no, please explain:</i>			
<i>Employer</i>		<i>Telephone</i>	
<i>Address</i>		<i>Type of Business</i>	
<i>Employment Dates (from mm/yy to mm/yy)</i>		<i>Job Title</i>	
<i>Status</i> <input type="checkbox"/> <i>Full-Time</i> <input type="checkbox"/> <i>Part-Time</i> <input type="checkbox"/> <i>Seasonal</i> <input type="checkbox"/> <i>Limited Term</i> <input type="checkbox"/> <i>Contracted</i>			
<i>Description of Duties</i>			
<i>Name of Immediate Supervisor &amp; Job Title</i>		<i>Salary Start</i>	
<i>Reason for Leaving</i>		<i>Salary End</i>	
<i>May we contact this employer as a reference?</i> <input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i>			
<i>If no, please explain:</i>			

## **VOLUNTEER, SPECIAL SKILLS, AWARDS**

Describe any volunteer work relative to the job you are seeking:
If relevant, please describe your computer knowledge and office equipment experience:
If relevant, please describe your experience using machinery and equipment:
List any organizations you are a member of or any job-related honors or awards you have received which are relevant to the job you are seeking:

## REFERENCES *(list individuals familiar with your job qualifications)*

**Do not use relatives, personal friends or acquaintances.**

Name	Telephone
Address	
Relationship	# Years Known
Name	Telephone
Address	
Relationship	# Years Known
Name	Telephone
Address	
Relationship	# Years Known

## PENDING CHARGES / CONVICTIONS

*Conviction of a crime or pending charges is not an automatic bar to employment. Taylor County will consider the nature of the offense, the date of the offense and the relationship between the offense and the position for which you are applying to determine if the conviction or pending charges substantially relates to the position for which you are applying.*

Is there a criminal charge, felony or misdemeanor, currently pending against you? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please give a brief description of the pending charge to include the date issued and the state where issued.
Have you ever been convicted of a crime, felony or misdemeanor? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, Please give a brief explanatory statement to include the date of conviction and state in which convicted.

## ACKNOWLEDGMENT OF EMPLOYMENT

Acceptance, retention or review of this application for employment by Taylor County does not guarantee that an applicant will be offered a job. Any misrepresentation or willful omission of facts by the applicant on this application may disqualify the applicant or terminate the applicant's employment.

I understand and acknowledge that any employment relationship with this organization is of an "at-will" nature, which means that the Employee may resign at any time and Employer may discharge the Employee at any time, with or without cause. It is further understood that this at-will relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by the Taylor County Board of Supervisors.

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Signature

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Date

## TO: ALL JOB APPLICANTS

Taylor County is an Equal Opportunity Employer, and, in order to comply with Federal and State information reporting requirements, you are requested to complete the information below. This information is kept separate from your employment application and is used for information reporting only.

### Gender:

Male       Female

### Ethnic Background:

- WHITE:** includes persons of Indo-European Descent, including Pakistan and East Indian.
- BLACK:** includes persons of African Descent as well as those identified as Jamaican, Trinidadian and West Indian.
- HISPANIC:** includes all persons of Mexican, Puerto Rican, Cuban, Latin American or Spanish Descent.
- AMERICAN INDIAN:** includes persons who identify themselves, or are known as such, by virtue of tribal association.
- ASIAN AMERICAN:** includes persons of Japanese, Chinese, Korean or Filipino Descent.
- OTHER:** includes Aleuts, Eskimos, Malaysians, Thais and others not covered by specific categories above.

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*Applicant Name*

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*Date*

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*Position Applied For*

## AUTHORIZATION TO RELEASE INFORMATION

I hereby authorize Taylor County to make any inquiry of or receive information from any current or former employer(s), schools, agencies or individuals regarding my employment, character, experience and qualifications and /or suitability for employment with Taylor County. I also authorize these individuals or organizations to release such information to a Taylor County representative.

To this end, I understand that, as a condition of my consideration for employment with Taylor County, the County may obtain a **Consumer Report** that includes, but is not limited to, my creditworthiness or similar characteristics, employment and education verifications, social security verification, criminal and civil history, personal interviews, DMV records, any other public records and any other information bearing on my credit standing, character, general reputation, personal characteristics and trustworthiness.

By signing below, I hereby authorize and consent to the Employer's procurement of a **Consumer Report**. I understand that, pursuant to the federal Fair Credit Reporting Act, the Employer will provide me with a copy of any such report if the information contained in such report is, in any way, to be used in making a decision regarding my fitness for employment with the Employer. I further understand that such report will be made available to me prior to any such decision being made, along with the name and address of the reporting agency that produced the report.

I hereby release and hold harmless Taylor County and any individual or organization from any liability that may potentially result from the release and/or use of such information.

I further understand, in order to be eligible for employment, I may be asked to have a physical examination and substance abuse screening prior to employment with Taylor County. A refusal to participate in such examination and screening will result in the rejection of my application.

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*Signature*

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*Date*