

APPLICATION FOR EMPLOYMENT

Date: _____

Daviess County

Daviess County is an equal opportunity employer and does not discriminate against otherwise qualified applicants based on race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability, or veteran status.

PERSONAL:

Name _____ Email address: _____
Last First Middle Initial

If you have ever used another name(s) please provide: _____

Birthdate _____

Address _____
Number & Street City State Zip Code

Phone _____ Position Sought _____ Full Time _____ Part Time _____

EDUCATION: Please indicate your education or training that you believe qualifies you for the position you are seeking.

High School: _____ Graduated? Yes No

College and/or Vocational School: School _____ Graduated? Yes No

Degree/Major _____ **Other Training or Degrees:** Degree/Certificate Earned _____

School(s) _____ City/State _____

EMPLOYMENT: List last employer first, including U.S. Military Service.

Employer 1 _____ Position Title _____

Address, City, State, Zip _____

Reporting To: _____ Telephone _____

Dates of Employment: From _____ To _____ Verifiable annual base salary _____

Reason for Leaving _____

May we contact this employer? Yes No

Employer 2 _____ Position Title _____

Address, City, State, Zip _____

Reporting To: _____ Telephone _____

Dates of Employment: From _____ To _____ Verifiable annual base salary _____

Reason for Leaving _____

May we contact this employer? Yes No

Employer 3 _____ Position Title _____

Address, City, State, Zip _____

Reporting To: _____ Telephone _____

Dates of Employment: From _____ To _____ Verifiable annual base salary _____

Reason for Leaving _____

May we contact this employer? Yes No

Other activities and any special awards (e.g. professional/academic organizations, community activities): _____

Explain any gaps in work history: _____

OTHER INFORMATION:

Are you legally authorized to work in the United States? Yes No

Will you now or in the future require sponsorship for employment visa status (e.g. H1-B visa status)? Yes No

Have you ever been convicted of a felony? Yes No

REFERENCES:

Name: _____ Title: _____ Phone: _____

Company: _____ Address: _____

Name: _____ Title: _____ Phone: _____

Company: _____ Address: _____

Name: _____ Title: _____ Phone: _____

Company: _____ Address: _____

APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts in the above employment application are true and complete to the best of my knowledge and authorize DAVIESS COUNTY to verify their accuracy and to obtain reference information on my work performance. I hereby release DAVIESS COUNTY from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information. I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that employment with DAVIESS COUNTY is contingent upon several factors, including a satisfactory background and reference check and satisfactory completion of a post-offer drug screen. I hereby authorize all previous and current educational institutions to release all relevant information relating to me to DAVIESS COUNTY to verify my educational history.

I understand that should an employment offer be extended to me and accepted I will fully adhere to the policies, rules, and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment, nor anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is indefinite and at will and that either I or the Employer may terminate my employment at any time with or without notice or cause.

Signature of Applicant _____ Date: _____