**GUTHRIE COUNTY EMPLOYMENT APPLICATION**

An Equal Opportunity Employer - All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

**PERSONAL INFORMATION** *(please print)*

*Incomplete information could disqualify you from further consideration. Please complete all fields.*

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

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mobile Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you eligible to work in the U.S?  \_\_\_Yes \_\_\_No

Have you served in the U.S. Military? \_\_\_Yes \_\_\_No

Are you at least 18 years or older? \_\_\_Yes \_\_\_No

Have you ever been terminated from employment or asked to resign by an employer? \_\_\_Yes \_\_\_No

If yes, please provide company names and details \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have a valid driver’s license? \_\_\_Yes \_\_\_No Do you have a CDL? \_\_\_Yes  \_\_\_No

Are you related to anyone who works for Guthrie County? If so, who (describe relationship): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation?  \_\_\_Yes  \_\_\_No

Have you ever been convicted of a felony or misdemeanor? (Conviction will not necessarily disqualify an applicant) \_\_\_Yes  \_\_\_No  If yes, please explain\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EMPLOYMENT DESIRED**

Position desired:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hourly Rate/Salary desired: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CURRENT EMPLOYMENT**

Are you currently employed? \_\_\_\_Yes \_\_\_\_No

If so, may we contact your present employer? \_\_\_\_Yes \_\_\_\_No

**REFERRAL SOURCE**

How did you hear about this opening?  \_\_ Newspaper \_\_Radio \_\_Referral \_\_ Social media

If Referral, by whom: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Name and location of school** | **No. of yrs. Attended** | **Degree Received** | **Subjects studied/Major** |
| High School |   |   |   |   |
| College or University |   |   |   |   |
| Trade, Business or Correspondence School |   |   |   |   |

**EMPLOYMENT HISTORY** Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. *Incomplete information could disqualify you from further consideration.*

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|  |  |  |  |
| **From** | To | Employer Name | Telephone( ) |
| Job Title |  | Address |  |
| Immediate supervisor and title |  | Summarize the nature of work performed and job responsibilities |  |
|   |  |   |  |
| Reason for leaving |  |  |  |
| **From** | To | Employer | Telephone( ) |
| Job Title |  | Address |  |
| Immediate supervisor and title |  | Summarize the nature of work performed and job responsibilities |  |
|   |  |   |  |
| Reason for leaving |  |  |  |
|  |  |  |  |
| **From** | To | Employer | Telephone( ) |
| Job Title |  | Address |  |
| Immediate supervisor and title |  | Summarize the nature of work performed and job responsibilities |  |
|   |  |   |  |
| Reason for leaving |  |  |  |
|  |  |  |  |
| **From** | To | Employer Name | Telephone( ) |
| Job Title |  | Address |  |
| Immediate supervisor and title |  | Summarize the nature of work performed and job responsibilities |  |
|   |  |   |  |
| Reason for leaving |  |  |  |

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**Special Skills**

Do you have any special skills, experience, certification or training that would enhance your ability to perform the position applied for? \_\_\_\_Yes \_\_\_\_No If yes, please explain. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REFERENCES** Give the names of three persons not related to you, whom you have known at least three (3) years.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Phone, Email | Company | Years Acquainted |
| 1 |   |   |   |
| 2 |   |   |   |
| 3 |   |   |   |

**Please read carefully before signing.**

Guthrie County is an equal opportunity employer. Guthrie County does not discriminate in employment based on race, color, religion, national origin, citizenship status, ancestry, age, sex, sexual orientation, veteran status or physical or mental disability.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Guthrie County to hire me. If I am hired, I understand that either Guthrie County or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of Guthrie County has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to Guthrie County true and complete information on this application. No requested information has been concealed. I authorize Guthrie County to contact references and verify the information I have provided. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Date:  \_\_\_\_\_\_\_\_\_\_\_\_\_   Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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