

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

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

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.*

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

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.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

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: _____