

Application for Employment

Our policy is to provide equal employment opportunity to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, ancestry, physical or mental disability, or veteran status.

Date _____

Last name _____ First name _____ Middle name _____

Street Address _____

Mailing Address _____

City _____ State _____ ZIP _____

Telephone _____ Social Security # _____

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis? (You may be required to provide documentation.) Yes No

Are you looking for full-time employment? Yes No

If no, what hours are you available? _____

Have you ever been convicted of a felony? (This will not necessarily affect your application.)

Yes No

If yes, please describe conditions.

Employment Desired

Position applied for _____

How did you hear of this opening? _____

Have you ever applied for employment here? Yes No

When? _____

Where? _____

Have you ever been employed by Kenedy County? Yes No

When? _____

Where? _____

Are you presently employed? Yes No

May we contact your present employer? Yes No

Are you available for full-time work? Yes No

Are you available for part-time work? Yes No

Date you can start

Desired position

Desired starting salary

Please list applicable skills

Education

Degree	School Name and Location	Year	Major
High School	_____	_____	_____
College	_____	_____	_____
College	_____	_____	_____
Post-College	_____	_____	_____
Other Training	_____	_____	_____

In addition to your work history, are there are other skills, qualifications, or experience that we should consider?

Employment History (Start with most recent employer)

Company Name _____

Address _____ Telephone _____

Date Started _____ Starting Wage _____

Starting Position _____

Date Ended _____ Ending Wage _____

Ending Position _____

Name of Supervisor _____

May we contact? Yes No

Responsibilities _____

Reason for leaving _____

Company Name _____

Address _____ Telephone _____

Date Started _____ Starting Wage _____

Starting Position _____

Date Ended _____ Ending Wage _____

Ending Position _____

Name of Supervisor _____

May we contact? Yes No

Responsibilities _____

Reason for leaving _____

Company Name _____

Address _____ Telephone _____

Date Started _____ Starting Wage _____

Starting Position _____

Date Ended _____ Ending Wage _____

Ending Position _____

Name of Supervisor _____

May we contact? Yes No

Responsibilities

Reason for leaving

Company Name _____

Address _____ Telephone _____

Date Started _____ Starting Wage _____

Starting Position _____

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Name of Supervisor _____

May we contact? Yes No

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Company Name

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Date Started _____ Starting Wage _____

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May we contact? Yes No

Responsibilities

Reason for leaving

Company Name

Address _____ Telephone _____

Date Started _____ Starting Wage _____

Starting Position _____

Date Ended _____ Ending Wage _____

Ending Position _____

Name of Supervisor _____

May we contact? Yes No

Responsibilities

Reason for leaving

References

List three personal references, not related to you, who have known you for **more than one year**.

Name _____ Phone _____

Years Known _____

Address _____

Name _____ Phone _____

Years Known _____

Address _____

Name _____ Phone _____

Years Known _____

Address _____

Emergency Contact

In case of emergency, please notify:

Name _____

Phone _____

Address _____

Name _____

Phone _____

Address _____

Please Read Before Signing:

I certify that all information provided by me on this application is true and complete to the best of my knowledge and that I have withheld nothing that, if disclosed, would alter the integrity of this application.

I authorize my previous employers, schools, or persons listed as references to give any information regarding employment or educational record. I agree that Kenedy County and my previous employers will not be held liable in any respect if a job offer is not extended, or is withdrawn, or employment is terminated because of false statements, omissions, or answers made by myself on this application. In the event of any employment with Kenedy County, I will comply with all rules and regulations as set by Kenedy County in any communication distributed to the employees.

I understand that a criminal background check and a physical and a drug test are conditions of employment. Therefore, I agree and consent for Kenedy County to conduct a criminal background check and will take the physical and drug test as scheduled and directed by Kenedy County.

I understand that employment with Kenedy County is “at will,” which means that either I or Kenedy 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 that basis. I hereby acknowledge that I have read and understand the above statements.

Signature _____

Date _____