



## OCHILDREE COUNTY EMPLOYMENT APPLICATION

ALL QUESTIONS MUST BE ANSWERED  
USE A PEN AND PLEASE PRINT

### EMPLOYMENT DESIRED

Position applying for:	Salary desired \$	Date available
Are you employed now?    Yes    No	If so, may we contact you present employer?    Yes No	
Have you ever applied with Ochildtree County before?    Yes    No	Department?	When?

### PERSONAL INFORMATION

Last Name	First Name	MI
Address	City	State                      Zip Code
Driver's License Number	State	Expiration Date
Social Security Number	Home Telephone Number	Referred By
Are you over 18 years of age? Yes    No	If not, employment is subject to verification of age.	

### EDUCATION

High School Attended & Location	No. Years Completed	Did you Graduate?    Yes    No	Achieve GED?            Yes    No
College Attended & Location	No years Completed	Major	Degree/Certificate
College Attended & Location	No Years Completed	Major	Degree/Certificate
Trade, Business or Correspondence School Attended & Location	No Years Completed	Degree/Certificate	

**REFERENCES** (Former Employers or Relatives cannot be used)

Name	Address	Phone

**EMPLOYMENT HISTORY**

(Provide employer information and any other work you feel is relevant to the position you have applied for. Attach additional sheets if necessary) ALL QUESTIONS MUST ANSWERED

1 Present or last Employer		Phone No. ( )
Address	Date Started	Date Left
Immediate Supervisor	Their Title	Your Title
Annual Salary At start \$	Annual Salary on leaving \$	Reason for Leaving
Your Duties		
2 Previous Employer		Phone No. ( )
Address	Date Started	Date Left
Immediate Supervisor	Their Title	Your Title
Annual Salary At start \$	Annual Salary on leaving \$	Reason for Leaving
Your Duties		

3 Previous Employer		Phone No. ( )
Address	Date Started	Date Left
Immediate Supervisor	Their Title	Your Title
Annual Salary At start \$	Annual Salary on leaving \$	Reason for Leaving
Your Duties		
4 Previous Employer		Phone No. ( )
Address	Date Started	Date Left
Immediate Supervisor	Their Title	Your Title
Annual Salary At start \$	Annual Salary on leaving \$	Reason for Leaving
Your Duties		
5 Previous Employer		Phone No. ( )
Address	Date Started	Date Left
Immediate Supervisor	Their Title	Your Title
Annual Salary At start \$	Annual Salary on leaving \$	Reason for Leaving
Your Duties		

**SPECIAL SKILLS/ QUALIFICATIONS**

List all special skills you possess and/or machines or office equipment you can use, such as calculators, computer equipment, types of software/hardware, road construction equipment, etc.

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Other courses work applicable to this type of work:

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**PRE-EMPLOYMENT STATEMENT**

I Authorize Ochiltree County to make any inquiries they desire regarding my education, employment, ability, habits, and personal character for the purpose of determining my fitness for employment. I also authorize previous employers, or any other persons to whom the county may refer, to give any and all information regarding my employment or scholastic record together with any information, personal or otherwise, and I hereby release such persons and companies which they represent from all liability or any damages what so ever in connection with their compliances. I understand that misrepresentation or omission of any information called for in this application which would affect my application unfavorably, or receipt of unsatisfactory references may result in termination of my employment without liability to me for salary except as may have been earned at the time of termination. If employed I understand that my employment with the County will be "at will", meaning that either the County or myself may terminate the employment relationship at any time, for any reason at all with or without notice of any kind.

**APPLICANT'S SIGNATURE**

**DATE**

**EQUAL OPPORTUNITY EMPLOYER** – Ochiltree County does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in employment or provision of services.