

Edgar County



Employment Application

(An Equal Opportunity Employer)

This Application will be maintained for 12 months only

Name:				Date:	
	<i>(Last Name)</i>	<i>(First Name)</i>	<i>(Middle)</i>		
Address:					
	<i>(Number)</i>	<i>(Street)</i>	<i>(City)</i>	<i>(State)</i>	<i>(Zip Code)</i>
Telephone #	()	()			
	Home	Cell			
E-mail Address (optional):					
I am (Check a Box) & will provide necessary documentation to validate that I am:					
<input type="checkbox"/> A citizen or national of the United States or					
<input type="checkbox"/> Authorized by the Immigration and Naturalization Service to work in the United States.					
Position(s) Applying For:					

What type of experience do you have which would be helpful for the job you are applying for?

Have you ever worked for this organization before? Yes No
If yes, when & where _____

Date available to Start:

Are you available to Work: *Full-time* *Part-time* *Days* *Nights* *Weekends*
List any day or hours you are unable to work: _____

List Any Friends or Relatives working here:	_____
	(Name) _____ (Relationship)
	(Name) _____ (Relationship)

Please indicate your source of referral:
 County Employee **Newspaper** **Employment Agency** **Contacted On Own** **Other**
 Name: _____ Name: _____

United States Military Service

Do you have United States Military Experience? <input type="checkbox"/> Yes <input type="checkbox"/> No		Branch: _____	
Date Entered:	_____	Date Discharged:	_____
Special Skills or Training from Service:		Present Military Status:	_____

EDUCATION

Please list educational institutions (high school, technical schools, college) attended beginning with the most recent.

Name & Location of School	Year Graduated	Degree Earned/Major

WORK EXPERIENCE: List below your last four employers, starting with the most current one.

Company Name:		Address:		
Position:	Earnings – Beginning	Ending	Dates - From	To
Supervisor -Name and Title		Phone ()		
Reason for Leaving				
Company Name:		Address:		
Position:	Earnings - Beginning	Ending	Dates - From	To
Supervisor - Name and Title		Phone ()		
Reason for Leaving				
Company Name:		Address:		
Position:	Earnings - Beginning	Ending	Dates - From	To
Supervisor Name and Title		Phone ()		
Reason for Leaving				
Company Name:		Address:		
Position:	Earnings - Beginning	Ending	Dates - From	To
Supervisor Name and Title		Phone ()		
Reason for Leaving				

Are there any other places you have worked in addition to those listed above? Yes No

Additional Experience

Please list any additional experience.

PROFESSIONAL REFERENCES: Include three professional references who supervised your previous work (owners, managers, supervisors).

Name	Address, City, State	Position	Phone Number

THIS SECTION MUST BE COMPLETED AS PART OF THE APPLICATION PROCESS. PLEASE MAKE CERTAIN THAT YOU ANSWER ALL OF THE QUESTIONS TRUTHFULLY. OMISSION OR FALSIFICATION OF ANY CRIMINAL INFORMATION WILL BE GROUNDS FOR IMMEDIATE DISMISSAL.

Yes **No** Have you ever been convicted of an offense other than a minor traffic violation?

If **YES**, when, where, and disposition of the conviction: _____

Note: An applicant for employment is not obligated to disclose sealed or expunged records of conviction or arrest.

Yes **No** Have you ever been convicted of, had adjudication withheld, pled no contest to, or entered a pretrial intervention program for a misdemeanor or felony criminal charge, or are there currently criminal charges pending against you? (IF YES, EXPLAIN ON SEPARATE SHEET)

Yes **No** Have you ever been suspended without pay, or dismissed from employment, or resigned while an investigation was in progress for possible disciplinary action? IF YES, WHERE _____ and WHEN _____

By signing below, I understand that the information provided is true and correct, and that any misstatements or omission of material facts in the application or the hiring process may result in discontinuing of the hiring process or termination of employment, no matter when discovered. I agree that the organization shall not be held liable in any respect if my employment is terminated because of false statements, answers or omissions made by me in this application.

I authorize the organization to analyze the truthfulness of all statements made on this application, complete reference checks from my current and former employers, and others that may provide information regarding my education and experiences. I also authorize a criminal background, sex offender, and other

checks allowed by Federal and State government and the insurance carrier for the organization. I acknowledge that consideration for employment is contingent on the results of these background check(s). In addition, I give my consent for all contacted persons including current and former employers to provide information concerning this application, and I release each such person from liability for providing information to the organization.

I understand that nothing contained in this application, or the granting of an interview is intended to create an employer/employee relationship between the organization and myself either for employment or for the providing of any benefits. No promises regarding employment have been made to me unless made in writing. I further understand and agree that if I am hired, my employment would be "at will," as defined by law where our organization operates: I would have the right to terminate my employment at any time for any reason and that the organization would retain a similar right.

I understand that any offers of employment may be contingent upon my taking and successfully passing a drug and/or alcohol test in accordance with the organization's policy. If I refuse to submit to testing, refuse to sign the consent form, or test positive, the organization will not employ me.

I hereby attest that all statements made by me above are true to the best of my knowledge, and I agree to the terms noted above.

Date: _____ **Applicant's Signature:** _____