

HENRY COUNTY APPLICATION FOR EMPLOYMENT

Instructions: Your interest in employment with our County is appreciated. This application is the initial step in the selection process and it will help the County assess your qualifications, work history, experience and training. You must complete this application, in full, to be considered for employment. If you have a resume, you may attach it to this application form, however, you must still complete this application form. If there is insufficient space available to adequately provide the information requested, you may use an additional paper and attach it to the back of this form. Please write legibly. If you need assistance completing this form because of a disability, please request that the official provide someone to assist or you may request some other reasonable accommodation. Please note that this completed form will become a public record when submitted to the County.

Policy of Non-Discrimination: Henry County is an equal employment opportunity employer and complies with the Civil Rights Act, the Americans With Disabilities Act and other legislation which prohibits discrimination in employment because of race, color, sex, religion, national origin, age, genetic information, veteran or military status, or physical and mental disability. If you feel that you have been discriminated against in some manner, you are encouraged to report the incident immediately to the ADA Coordinator or Appointing Authority.

Information About You

Name _____
Last Middle First

Current Address _____
Number Street City Zip Code

Home Phone: _____ - _____ - _____ Cell Phone: _____ - _____ - _____

E-mail: _____ Are you over 18 years old? Yes _____ No _____

Have you ever been employed by Henry County? Yes _____ No _____ If yes, which department? _____

Do you have any secondary employment that will continue if you are hired by this department? Yes _____ No _____

If yes, list the nature of the secondary employment _____

Are you eligible for employment in the United States? Yes _____ No _____ *[If hired, you'll be required to provide proper identification and verification of employment eligibility]*

Your Employment History

Present or Most Recent Employer

Name of Organization Type of Business () Telephone Number

Supervisor's Name/Job Title Your Job Title

_____/_____/_____ to ____/____/_____ Are you still employed with this organization? Yes _____ No _____
Dates Employed

Your pay rate or salary _____ annual/ hourly Other income from this employer such as bonuses, etc. _____
[circle one]

Briefly Describe Your Job Duties _____

May we contact this employer for a job reference? Yes ___ No ___ Reason[s] for Leaving _____

Next Most Recent Employer

_____ () _____ - _____
 Name of Organization Type of Business Telephone Number

_____ _____
 Supervisor's Name/Job Title Your Job Title

____/____/____ to ____/____/____ Are you still employed with this organization? Yes ___ No ___
 Dates Employed

Your pay rate or salary _____ annual/ hourly Other income from this employer such as bonuses, etc. _____
 [circle one]

Briefly Describe Your Job Duties _____

May we contact this employer for a job reference? Yes ___ No ___ Reason[s] for Leaving _____

List all other employers for whom you have been employed and the dates of your employment.

<u>Name of Organization</u>	<u>Dates Employed</u>
_____	____/____/____ to ____/____/____
_____	____/____/____ to ____/____/____
_____	____/____/____ to ____/____/____
_____	____/____/____ to ____/____/____

Your Education and Training

Circle the last year of formal education completed

0	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	1	2	3	4
Primary Education												College				Trade School								

High School Attended: _____ College: _____ Trade School: _____

Diplomas, degrees or Certificates Achieved: _____

Describe courses or the training you've received which you feel will help you perform the job for which you are applying.

About The Job For Which You Are Applying

You will be given a copy of the job description for the job for which you are applying. Please review the description so that you understand particularly the essential duties and qualifications for the job. Proceed in answering the remainder of questions on this application form.

Can you perform the essential functions of the job [either with or without a reasonable accommodation]? Yes ___ No ___

If no, please describe: _____

Do you feel that you will need additional training in any areas to effectively perform the job? Yes ___ No ___

Explain: _____

Expected Hourly Rate: _____ Do you want: Full-time __ Part-time __ Temporary __ Intermittent __ Any ___

If hired, when will you be available to work? ____/____/____ List any schedule restrictions: _____

List all job equipment [listed on the description] which you are qualified to operate

Applicant Acknowledgement

Please read the statements below, and upon your understanding and agreement, sign in the space provided. No application will be considered which is not signed.

By signing below, I verify that all of the information I've provided is complete, truthful and accurate to the best of my knowledge. I further understand that any misrepresentation or omission of pertinent facts is cause for disqualifying me from further consideration in the employment selection process. I understand that if I am hired, and the County subsequently discovers that information provided on this application is inaccurate or incomplete, this may be sufficient cause for me to be separated from employment.

By signing below, I acknowledge understanding that if I am selected for a job interview, the department with whom I am seeking employment reserves the right, and may assess my criminal history at any time during, or after the job interview, and the appointing authority may condition my eligibility for the job based on my criminal history in consideration of the nature of the conviction and other factors permitted or required by EEOC regulations and applicable law.

I acknowledge that if I am asked about my criminal history, my failure to provide an accurate and complete history will be considered dishonesty, and will result in my being disqualified from employment. Likewise, my failure to give written authorization for Henry County to conduct a criminal background check, if required, will result in my being disqualified from further consideration for employment.

I further understand that this application is not a contract of employment, and that employment with the County does not constitute a contractual employment relationship, and that any term, condition or benefit of employment may be rescinded or changed, except as otherwise required by law.

_____/_____/_____
Applicant's Signature Date