

ESMERALDA COUNTY EMPLOYMENT APPLICATION

An Equal Opportunity Employer

If you have a disability and believe you require accommodations for the disability during the selection process, please contact us to make appropriate arrangements.

Position Applied For: _____ Department: _____

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____ Telephone: _____

Are you a current Esmeralda County Employee? Yes ___ No ___ If yes, what Dept. _____

EDUCATION RECORD

Did you graduate from high school or receive a GED certificate? Yes _____ No _____

School Name	Location	Hours Earned	Diploma, Degree or Certificate	Major Field Of Study
Business/Technical/Vocational				
College/University (Undergrad)				
Graduate School				

For positions which require high school graduate or GED, or a college degree, a copy of the high school diploma/GED certificate or college diploma may be required.

LICENSES (Optional, unless required for the position for which you are now applying.)

List Drivers License and other current licenses, certifications, or registrations required for the position for which you are applying. Indicate types, state license numbers and expiration dates.

List any special skills you possess and/or equipment or office machines you can operate. _____

LANGUAGE (Other than English) in which you can clearly communicate: _____

OTHER INFORMATION

If you are not a current Esmeralda County employee, have you previously worked for Esmeralda County?

Yes ___ No ___ When? _____

Is a relative of yours currently employed by Esmeralda County? Yes _____ No _____

Name: _____

During the last ten years, have you been convicted of, pled guilty or nolo contendere to, or been granted deferred adjudication for a felony or any lesser crime which may be directly related to your qualification for this job? (Example: Conviction for reckless driving may not be related to your qualifications for a clerical position in the public works department, but could be related to your qualifications for a road maintenance worker.)

Yes _____ No _____ If yes, list all such offenses and state date, name of court and disposition. You may omit minor violations for which you paid a fine of \$50 or less. _____

ACKNOWLEDGMENTS

Please read ALL of the following statements and INITIAL EACH of the lines to indicate you have read and understand each of the statements. If you have questions, contact

_____ Following an offer of employment, I will be required to submit verification of my legal right to work in the United States.

_____ All offers of employment and all information regarding compensation and other terms and conditions of employment will be made in writing. Verbal statements may not be relied upon.

_____ Employment will be at will unless specifically stated to be otherwise. At Will means Esmeralda County has no obligation to continue my employment in the future.

_____ This application is the property of Esmeralda County and will become part of my personnel file if I am hired.

EMPLOYMENT HISTORY

Provide information regarding all paid, military, and volunteer work which may be related to the position for which you are applying. Describe your most recent position first; then list other relevant positions in order, working down from the most recent. Use a separate block for each position – even though with the same organization. List only employment, military service, volunteer work, or training which meets the requirements for this position. Use additional sheets if necessary. DO NOT use references such as “SEE RESUME” in place of completing this section.

May we contact all employers listed? Yes ___ No ___ (Attach a list of any exceptions with an explanation)

Present Employer: _____ Present Position: _____

Address: _____ From (Mo/Yr): _____ To (Mo/Yr): _____

City, State, Zip: _____ Full-Time (30+ hrs/wk) ___ Part-Time (<30 hrs/wk) ___

Supervisors Name/Title: _____ Telephone: _____ Salary \$ _____

Related Duties: _____

Reason for Leaving: _____

Previous Employer: _____ Previous Position: _____

Address: _____ From (Mo/Yr): _____ To (Mo/Yr): _____

City, State, Zip: _____ Telephone: _____ Salary \$ _____

Related Duties: _____

Reason for Leaving: _____

Previous Employer: _____ Previous Position: _____

Address: _____ From (Mo/Yr): _____ To (Mo/Yr): _____

City, State, Zip: _____ Telephone: _____ Salary\$ _____

Related Duties: _____

Reason for Leaving: _____

Previous Employer: _____ Previous Position: _____

Address: _____ From (Mo/Yr): _____ To (Mo/Yr): _____

City, State, Zip: _____ Telephone: _____ Salary\$ _____

Related Duties: _____

Reason for Leaving: _____

I understand that an investigation may be made in which information is gathered regarding my character, previous employment, education background, criminal history and other qualifications for employment with Esmeralda County. I authorize anyone possessing this information to furnish it to Esmeralda County upon request, and I release Esmeralda County from all liability and damages whatsoever in furnishing, obtaining or using said information.

I certify that all statements are true to the best of my knowledge, and I agree and understand that any misstatements or omissions of material facts on my part may forfeit my participation in the selection process and/or my right to employment, even if discovered after I have become an employee of Esmeralda County.

Signature of Applicant: _____ Date: _____