

ATHENS COUNTY APPLICATION FOR EMPLOYMENT

INSTRUCTIONS: Please fill out this employment application form as completely and accurately as possible.

Please print or write in a legible manner.

SECTION I: PERSONAL INFORMATION

Last Name: _____ First Name: _____ Middle Initial: _____

Street Address: _____ City: _____

State: _____ Zip Code: _____ County: _____

Phone: Home: _____ Work (optional): _____

Are you under 18? Yes _____ No _____ If yes, can you obtain a work permit? Yes _____ No _____

Have you filed an application with this organization before? Yes _____ No _____ Date _____

Have you ever been employed by this organization? Yes _____ No _____

Have you been convicted of a criminal offense within the last five (5) years? Yes _____ No _____

If yes, explain _____

(NOTE: A criminal conviction will not necessarily bar an applicant from employment. Other factors such as age at the time of the offense, seriousness and nature of the act, and rehabilitation will be taken into consideration.)

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER
M/F/V/H

SECTION II: TYPE OF WORK DESIRED

Please describe the type or nature of work for which you are applying: _____

Are you interested in: Full Time Employment _____
 Part Time Employment _____
 No Preference _____

Are you interested in: Permanent Employment _____
 Temporary Employment _____
 Intermittent Employment _____
 Seasonal Employment _____
 No Preference _____

What is the minimum weekly salary requirement? _____

Date available for work _____

Do you have commitments to another employer which might affect your employment with this organization?

Yes _____ No _____

If yes, explain _____

SECTION III: EDUCATIONAL EXPERIENCE AND TRAINING

School(s)	Print Name, City, State for each school listing	Dates	Type of Course or Major	Graduated?	Degree Received
High School(s)	_____	_____	_____	_____	_____

College(s)	_____	_____	_____	_____	_____

Graduate School(s)	_____	_____	_____	_____	_____

Trade, Business, Night or Correspond.	_____	_____	_____	_____	_____

Other	_____	_____	_____	_____	_____

Please describe the coursework or technical training you have received which will better enable you to perform the job for which you are applying: _____

If you have received any other training not mentioned above, please describe. Include any equipment or instruments you operate, or any other skills you possess which better indicate your ability to perform the job for which you are applying: _____

SECTION IV: EMPLOYMENT HISTORY

Please describe your employment history – including United States Military Service. Begin with your present or most recent employer.

May we contact these employers for references? Yes _____ No _____

<u>Employer's Name</u>	<u>Dates Employed</u> From: _____ Month/Year	<u>Your Job Title</u> Beginning _____ End _____
<u>Street Address/City/State</u>		<u>Your Salary</u> Beginning _____ Per Hour End _____ Per Hour
<u>Supervisor's Name</u>	To: _____ Month/Year	

Describe your duties, responsibilities, equipment operates, instruments used, etc.: _____

Describe your reason(s) for leaving: _____

<u>Employer's Name</u>	<u>Dates Employed</u> From: _____ Month/Year	<u>Your Job Title</u> Beginning _____ End _____
<u>Street Address/City/State</u>		<u>Your Salary</u> Beginning _____ Per Hour End _____ Per Hour
<u>Supervisor's Name</u>	To: _____ Month/Year	

Describe your duties, responsibilities, equipment operates, instruments used, etc.: _____

Describe your reason(s) for leaving: _____

<u>Employer's Name</u>	<u>Dates Employed</u> From: _____ Month/Year	<u>Your Job Title</u> Beginning _____ End _____
<u>Street Address/City/State</u>		<u>Your Salary</u> Beginning _____ Per Hour End _____ Per Hour
<u>Supervisor's Name</u>	To: _____ Month/Year	

Describe your duties, responsibilities, equipment operates, instruments used, etc.: _____

Describe your reason(s) for leaving: _____

(Attach additional pages if needed)

SECTION V: AGREEMENT (Please carefully read the following statement.)

I hereby attest that the information provided on this employment application (and accompanying resume, if any) is true, accurately and complete to the best of my knowledge. I understand that any misrepresentation, falsification or significant omissions of information may disqualify me from further consideration for employment, and may be considered as grounds for dismissal if discovered following employment.

SECTION VI: REFERENCES

Name: _____ Phone: _____ Name: _____ Phone: _____

Address: _____ Address: _____

Name: _____ Phone: _____ Name: _____ Phone: _____

Address: _____ Address: _____

Name: _____ Phone: _____ Name: _____ Phone: _____

Address: _____ Address: _____

Name: _____ Phone: _____ Name: _____ Phone: _____

Address: _____ Address: _____

Applicants Signature _____

Scribed and duly sworn before me according to law, by the above named applicant this _____ day of _____

at _____, County of _____ and state of _____.

Signature of Officer _____

Official Title _____