

Name of Applicant

Last

First

Middle

APPLICATION FOR EMPLOYMENT

WASHINGTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate on the basis of race, sex, color, religion, national origin, age, disability, or veteran status in employment opportunities and benefits.

Overview of the hiring and employment process: This *Application* is but one part of the hiring and employment process. Other parts may include an interview, and employment examination or test, and a demonstration of an ability to perform the essential functions of the job. If you need an accommodation in order to complete any part of the hiring and employment process, please call the Department Head of the department in which you are seeking employment.

Prior to completing this *Application* be sure to read the JOB DESCRIPTION of the position for which you are applying. As you complete this *Application*, please bear in mind the following:

- We reserve the right to check all information for accuracy and completeness.
- All applications for employment are a matter of public record.
- If you need accommodation in order to complete this *Application*, please notify Washington County.

GENERAL INFORMATION

Date: _____

Position applying for: _____

Are you applying for: _____ Full Time _____ Part Time _____ Temporary

If Part Time, what days/hours are you available: _____

How soon could you report to work? _____

Rate of pay expected: _____

EDUCATION AND TRAINING (continued)

Please list additional education and / or training you have received:

College, University, Trade, or Business Schools Attended	City / State	Degree Earned? Type of Degree	Major Area of Study

List all other training received (special courses, work training programs, armed forces training, etc.): _____

List special qualifications and skills (licenses, skills with machines, patents or inventions, publications, etc.): _____

Have you applied for a job with Washington County before? _____Yes _____No

Have you worked with Washington County before? _____Yes _____No
If yes, in what capacity? _____

How were you informed of this position (Newspaper ad, Friend, Relative, County Employee, etc.)?

PRIOR EMPLOYMENT RECORD

Name and address of current or most recent employer:		
Phone number:		
Your supervisor:		
Your job title / responsibilities:		
Date hired:	Date left:	
Reason for leaving:		
Starting salary:	Ending salary:	
May we contact this employer?	Yes	No

Name and address of previous employer:		
Phone number:		
Your supervisor:		
Your job title / responsibilities:		
Date hired:	Date left:	
Reason for leaving:		
Starting salary:	Ending salary:	
May we contact this employer?	Yes	No

JOB APPLICANT'S AGREEMENT AND CERTIFICATION

I certify that the information given by me in this application is true in all respects and I agree that if employed and it is found to be false in any way, that I may be subject to dismissal without notice, if and when discovered. I authorize the use of any information in this application to verify my statements, and I authorize the past employers and all references and any other persons to answer all question asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information. I further agree, if employed, that I am to work faithfully and diligently to be careful and avoid accidents, to come to work promptly, and I am not to be absent for any reason without prior notice to my supervisor and that employment is terminable at the will of either the employee or employer.

I agree to be employed on a _____calendar days evaluation period and that I may be dismissed at any time during this period at the discretion of the employer. I agree to submit to a physical examination whenever requested and if employed, I agree to observe all present and subsequently issued personnel policies and rules. These rules and policies are intended to guide the organization in its relationship with its employees. It is not a contract of employment and I do not construe it as such. Policies and rules which are issued are not conditions of employment. I understand that the employer may revise policies or procedures in whole or in part at any time with or without notice.

Signature of Applicant

Date