

APPLICATION FOR EMPLOYMENT

COUNTY OF EDMUNDS

ADDRESS: EDMUNDS COUNTY COURTHOUSE

IPSWICH, SD 57451

An Equal Opportunity Employer

Position Applying for: _____

Name: _____
Last First Middle

Address: _____
Street/Box City State Zip

Social Security Number: _____

Telephone: _____
Home

Date of birth _____

Are you legally eligible to be employed in the United States?

Yes

No

Do you have or can you get a State of SD Driver's License? ___ yes ___ No

Driver's License Number _____

Do you have a CDL? ___ Yes ___ No

Employment for which you are available:

Full-Time

Permanent

Seasonal

Part-Time

Temporary (Less than 6 months)

When could you begin employment?

Now

Beginning on _____

After _____ waiting days notice to current employer

May we contact your current or most recent employer regarding your qualifications?

Yes

No

Education and Training

Circle last year of education completed. For high school diploma or GED circle "12".

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 plus

Please list name of school and degrees completed. Please indicate diploma, GED, or BS/BA.

	<u>Location</u>	<u>Graduated or credit hours</u>	<u>Major(s)</u>
High School	_____	_____	
College/ University	_____	_____	_____
Graduate School	_____	_____	_____
Business or Vocational School	_____	_____	_____

Internships: _____

Additional Training (workshops, seminars, apprenticeships, military or other training). Include approximate hours or days of training.

List any relevant licenses or certificates:

Employment

1. Current or Most Recent Position:

Dates of Employment: From (mo/yr) _____ to (mo/yr) _____ Total years _____ Months _____

Job Title _____ Starting Salary _____ Last Salary _____

Employer _____ Type of Business _____

Employer's Address _____ Phone _____

Supervisor's Name and Title _____

Number of employees you supervised _____

Average hours worked per week _____ 1-10 _____ 11-20 _____ 21-30 _____ 31-40

Reason for Leaving _____

Complete description of duties _____

2. Next Previous Position:

Dates of Employment: From (mo/yr) _____ to (mo/yr) _____ Total years _____ Months _____
Job Title _____ Starting Salary _____ Last Salary _____
Employer _____ Type of Business _____
Employer's Address _____ Phone _____
Supervisor's Name and Title _____
Number of employees you supervised _____
Average hours worked per week _____ 1-10 _____ 11-20 _____ 21-30 _____ 31-40
Reason for Leaving _____
Complete description of duties _____

3. Next Previous Position:

Dates of Employment: From (mo/yr) _____ to (mo/yr) _____ Total years _____ Months _____
Job Title _____ Starting Salary _____ Last Salary _____
Employer _____ Type of Business _____
Employer's Address _____ Phone _____
Supervisor's Name and Title _____
Number of employees you supervised _____
Average hours worked per week _____ 1-10 _____ 11-20 _____ 21-30 _____ 31-40
Reason for Leaving _____
Complete description of duties _____

4. Next Previous Position:

Dates of Employment: From (mo/yr) _____ to (mo/yr) _____ Total years _____ Months _____
Job Title _____ Starting Salary _____ Last Salary _____
Employer _____ Type of Business _____
Employer's Address _____ Phone _____
Supervisor's Name and Title _____
Number of employees you supervised _____
Average hours worked per week _____ 1-10 _____ 11-20 _____ 21-30 _____ 31-40
Reason for Leaving _____
Complete description of duties _____

Additional Space. Use this block to complete information given elsewhere on this form. If you still need more space, attach additional sheets. You may also use this space to summarize other pertinent education or experience which qualifies you for the position for which you are applying.

Pre-Employment Agreement

I understand and agree that:

1. If I misrepresent or deliberately leave out a fact in my applications, I may be refused employment or, if employed, I may be terminated.
2. The County has my authorization to thoroughly investigate my work, medical and personal history that is job-related. I will hold no person, corporation or organization liable for giving or receiving information in this investigation.
3. In consideration of my employment, I agree to conform to the rules and regulations of the County and I understand that no representative of the County has any authority to enter into any agreement, oral or written, for employment for any specified period of time or to make any agreement or assurances contrary to this policy.
4. Any doctor, hospital or testing laboratory may conduct medical tests and I hereby give my consent to having all information released necessary for the county to determine my abilities to perform job duties now or in the future.
5. Passing the pre-employment physical examination including a drug and alcohol screening test may be a prerequisite for qualifying for employment. If a job offer is made, I understand it is conditioned on this requirement. Failure to provide accurate medical information will be considered grounds for dismissal.
6. The County is an equal opportunity employer. The County does not discriminate and no question on this application is used for the purpose of limiting or excluding any applicant's consideration for employment on a basis prohibited by local, state, or federal law.
7. If employed, I understand that my employment is for no definite period of time, and if terminated the County is liable only for wages and salary and benefits earned as of the date of termination.
8. I understand that an appointment shall not be deemed complete until a probation period of one year has elapsed as a new employee or a six month probation period for a promotion transfer.
9. I have read and agree to the above and hereby certify that the facts I have provided in my employment application are true and complete.
10. This application is current and active for only the position applied for and it will be necessary for me to fill out a new application for other positions that may be available.
11. The applicant acknowledges and agrees that County may conduct a background check including but not limited to a full criminal and driver's history of the applicant.

Signature of applicant

Date