

# 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.

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Signature of applicant

Date