



EMPLOYMENT APPLICATION

Gilmer County Government (BOC)

In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, veteran status, non-job related disability, or any other protected group status. If you are hired by Gilmer County, you will be required to attest to your identity and employment eligibility, and to present documents confirming your identity and employment eligibility. Gilmer County is a drug free work place. By way of my signature below I acknowledge and authorize Gilmer County to perform a drug screen and background check prior to hire.

Instructions: Complete **all** sections of the application including signature. You may attach a resume for the work history section as long as it includes all vital information on job responsibilities. Applications without signatures will not be considered. Please print clearly. The (ADAAA) American with Disabilities Amendment Act requires reasonable accommodations for qualified disabled applicants. If you require assistance in completing this employment application, please notify the Human Resources Department.

Date: _____

Last Name: _____ First Name: _____ Middle Name _____
Street Address: _____ City: _____ State: _____ Zip: _____
Phone #: _____ Cell Phone #: _____

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis? Yes No
Are you currently employed by Gilmer County: Yes No

May we contact your current employer? Yes No Email: _____

Position applied for: _____

When are you available to start? _____ Desired pay range: \$ _____ to \$ _____

Do you wish to work Full time _____ Will you consider Part time? _____

What hours and days are you available to work? _____

Have you worked for Gilmer County before? Yes No

If so, which department? _____ What position? _____ Dates: _____

Are you related to anyone who works for Gilmer County Government? Yes No

If so, what is the relationship? _____ Which Department?: _____

Have you ever been convicted of a felony? Yes No

If yes, please describe conditions and dates:

Educational Background:	<u>No. of Years</u>	<u>Major</u>	<u>Diploma/Degree</u>
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High School: _____	_____	_____	_____
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College: _____	_____	_____	_____
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Other Training: _____	_____	_____	_____
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Computer Skills: _____	_____	_____	_____
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List all other skills and qualification: _____

Work History: (Most current first)

Company Name: _____
Address: _____ City/State: _____
Phone #: _____ Name of Supervisor: _____
Position Held: _____ Date Started: _____ Date Ended: _____
Wage rate: \$ _____ at time of separation
Responsibilities: _____
Reason for leaving: _____

Company Name: _____
Address: _____ City/State: _____
Phone #: _____ Name of Supervisor: _____
Position Held: _____ Date Started: _____ Date Ended: _____
Wage rate: \$ _____ at time of separation
Responsibilities: _____
Reason for leaving: _____

Company Name: _____
Address: _____ City/State: _____
Phone #: _____ Name of Supervisor: _____
Position Held: _____ Date Started: _____ Date Ended: _____
Wage rate: \$ _____ at time of separation
Responsibilities: _____
Reason for leaving: _____

Company Name: _____
Address: _____ City/State: _____
Phone #: _____ Name of Supervisor: _____
Position Held: _____ Date Started: _____ Date Ended: _____
Wage rate: \$ _____ at time of separation
Responsibilities: _____
Reason for leaving: _____

References: *List the names and phone numbers for three references, not related to you whom you have known for more than one year.*

_____ Phone #: _____
Phone #: _____
Phone #: _____

I certify that the facts set forth in this application are true and complete to the best of my knowledge. I understand that if I am employed, false statements on this document shall be considered sufficient cause for dismissal. Gilmer County is hereby authorized to make any investigations of my prior education, employment, background and criminal history. I understand that any information obtained will be considered in determining my suitability for employment. I understand that employment by Gilmer County is "at will" which means that either party can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis.

Applicant Name Printed: _____

Signature: _____ **Date:** _____