

Jefferson County (WV) Commission - GIS/Addressing Office

APPLICATION FOR EMPLOYMENT

PERSONAL:

Name _____ Date _____
Last First Middle

Address _____
Number & Street City State Zip Code

Position Sought _____ Full Time _____ Part Time

Date Available _____ Salary Desired _____

Home Phone # _____ Cell Phone # _____

Are you over 18 years old? Yes No

Are you legally eligible for employment in the United States? ____Yes ____No

(If offered employment, you will be required to provide documentation to verify eligibility).

EDUCATION: Please indicate education or training which you believe qualifies you for the position you are seeking.

High School: Number of Years Completed (choose one) 1 2 3 4

Diploma ____ Yes ____ No G.E.D. ____ Yes ____ No

School _____ City/State _____
School _____ City/State _____

College and/or Vocational School:

Number of Years Completed (choose one) 1 2 3 4 5 6

School _____ City/State _____
Major _____ Degree Earned _____
Dates Attended _____

School _____ City/State _____
Major _____ Degree Earned _____
Dates Attended _____

Other Training or Degrees:

School _____ City/State _____
Course _____ Degree/Certificate _____

PROFESSIONAL LICENSE OR MEMBERSHIP:

Type of License(s)

Held _____

State and License Number _____ License Expiration Date _____

Type of License(s)

Held _____

State and License Number _____ License Expiration Date _____

Other Professional Memberships: _____

(You need not disclose membership in professional organizations that may reveal information regarding race, color, creed, sex, religion, national origin, ancestry, age, disability, marital status, veteran status or any other protected status).

SKILLS :

Office: Data Entry _____ Typing Speed _____ wpm

Word Processing _____ Excel _____ PowerPoint _____ Access Database _____

Other Software Skills

RECORD OF CONVICTION:

During the last ten years, have you ever been convicted of a crime other than minor traffic offense? ___ Yes ___ No

If yes, explain: (A conviction will not necessarily automatically disqualify you for employment. Rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered).

EMPLOYMENT: List last employer first, including U.S. Military Service. If any employment was under a different name, indicate name _____

Employer _____ Address _____

Telephone _____ Position _____

Dates of Employment: From _____ To _____ FT ___ PT ___ No. of Hrs. _____
Mo/Yr Mo/Yr

Salary _____ Supervisor _____ Department _____

Duties _____

Reason for Leaving _____

Employer _____ Address _____

Telephone _____ Position _____

Dates of Employment: From _____ To _____ FT ___ PT ___ No. of Hrs. ___
Mo/Yr Mo/Yr

Salary _____ Supervisor _____ Department _____

Duties _____

Reason for Leaving _____

Employer _____ Address _____

Telephone _____ Position _____

Dates of Employment: From _____ To _____ FT ___ PT ___ No. of Hrs. ___
Mo/Yr Mo/Yr

Salary _____ Supervisor _____ Department _____

Duties _____

Reason for Leaving _____

If you wish to describe additional work experience, attach the above information for each position on a separate piece of paper.

Explain any gaps in work history: _____

Have you ever been discharged or asked to resign from a job? ___Yes ___No

If yes, explain: _____

References:**Name:** _____ **Phone:** _____**Address:** _____ **Email:** _____**Title:** _____ **Relationship:** _____**Name:** _____ **Phone:** _____**Address:** _____ **Email:** _____**Title:** _____ **Relationship:** _____**Name:** _____ **Phone:** _____**Address:** _____ **Email:** _____**Title:** _____ **Relationship:** _____

APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize Jefferson County Commission to verify their accuracy and to obtain reference information on my work performance. I hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or the Employer may terminate my employment at any time with or without notice or cause.

Signature of Applicant: _____ **Date:** _____**Print Name:** _____

All interested candidates must submit an application AND a resume. You can do so by submitting both your application and resume to gis@jeffersoncountywv.org or mail or hand deliver to Jefferson County GIS/Addressing, 116 E. Washington St, Suite 201, Charles Town, WV 25414.

This application will remain on file for 60 days.

Supplemental Questionnaire

So that we may better evaluate your knowledge, skills and abilities, please indicate your level of experience in the following aspects of Government Office Work

1. No experience, limited knowledge
2. Training/academic experience only, some knowledge of topic,
3. Some project experience in topic, average comfort level, perhaps worked with a team
4. Advanced experience, moderate confidence in ability to work alone on project
5. Expert level experience, high degree of confidence and knowledge to manage a project

Comments are not required but may be helpful to explain your answer or indicate a strong interest or disinterest in a particular topic.

<u>Task, Skill or Operation</u>	1	2	3	4	5	Comments
Project planning, implementation and management						<hr/>
Communication Skills						<hr/>
Training other staff						<hr/>
Technical Research						<hr/>
Land Development Records						<hr/>
	1	2	3	4	5	
QA/QC (data accuracy)						<hr/>
Budget tracking						<hr/>
Documentation of						<hr/>
Methods and Policies						<hr/>
	1	2	3	4	5	
Geographic Information Systems						<hr/>
Ability to read and interpret maps						<hr/>
GPS						<hr/>
	1	2	3	4	5	
MS Excel						<hr/>
MS Word						<hr/>
MS Access Database Maintenance						<hr/>
MS PowerPoint						<hr/>
	1	2	3	4	5	