## APPLICATION FOR EMPLOYMENT

## **PERSONAL:** Name \_\_\_\_\_ \_\_\_\_\_ Date \_\_\_\_ First Middle Last 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:** No. of Years Completed (circle 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 (circle one) 1 2 3 4 School \_\_\_\_\_ City/State \_\_\_\_\_ Major \_\_\_\_\_\_ Degree Earned\_\_\_\_\_ School \_\_\_\_\_ City/State \_\_\_\_\_ Major \_\_\_\_\_\_ Degree Earned\_\_\_\_\_

Other Training or Degrees:	
School	City/State
	Degree/Certificate
PROFESSIONAL LICENSE OR MEMI	BERSHIP:
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 organ religion, national origin, ancestry, age, disability, marital	nizations that may reveal information regarding race, color, creed, sex, status, veteran status or any other protected status).
SKILLS:	
Office: Data Entry Typing Spe	eed wpm
Word Processing Excel Po	owerPoint Access Database
Other Software Skills	
Have you ever been employed in any facili	ity of Jefferson Co., WV? Yes No
If so, please state facility name and locatio	n and dates of employment
RECORD OF CONVICTION:	
During the last ten years, have you ever be offense? Yes No	en convicted of a crime other than minor traffic
	fy you for employment. Rather, such factors as age and date of
conviction, seriousness and nature of the crime, and rehal	bilitation will be considered).

Employer	Address						
Talambana			D.				
Telephone							
Dates of Employment: Fro	om Mo/Yr			FT_	_ PT _	_ No. of Hrs	
Salary					Depar	tment	
Duties							
Reason for Leaving							
*******	* * * * * * *	* * * *	****	***	* * * *	: * * * * * * *	
Employer			A	ddress			
Telephone			Po	sition			
Dates of Employment: Fro	om			FT_	_ PT _	_ No. of Hrs	
Salary					Depar	tment	
Duties							
Reason for Leaving							
*******	* * * * * * *	***	****	* * *	* * * *	*****	
Employer			Ad	dress _			
Telephone			Po	sition_			
Dates of Employment: Fro	om Mo/Yr			FT_	_ PT _	_ No. of Hrs	
					Denar	tment	
Salary	Supervisor _				Бераг		

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:							
References:							
Name:	Phone:						
Address:	Email:						
Relationship:							
Name:	Phone:						
Address:	Email:						
Relationship:							
Name:	Phone:						
Address:	Email:						
Relationship:							

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## 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:	Da	ite:
Print Name:		

All interested candidates must submit an application. If you wish to submit a resume, you can do so by submitting both your application and resume to <a href="mailto-sandy@jeffersoncountywv.org">sandy@jeffersoncountywv.org</a> or mail to Jefferson County Employment, P.O. Box 250, Charles Town, WV 25414.

This application will remain on file for 60 days.