

Jefferson County, WV Government

**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

School \_\_\_\_\_ City/State \_\_\_\_\_  
Major \_\_\_\_\_ Degree Earned \_\_\_\_\_

School \_\_\_\_\_ City/State \_\_\_\_\_  
Major \_\_\_\_\_ Degree Earned \_\_\_\_\_

**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: \_\_\_\_\_

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(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).

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**SKILLS :**

Office: Data Entry \_\_\_\_\_ Typing Speed \_\_\_\_\_ wpm

Word Processing \_\_\_\_\_ Excel \_\_\_\_\_ PowerPoint \_\_\_\_\_ Access Database \_\_\_\_\_

Other Software Skills \_\_\_\_\_

Have you ever been employed in any facility of Jefferson Co., WV?  Yes  No

If so, please state facility name and location and dates of employment

**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:

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(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).

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**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 \_\_\_\_\_

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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: \_\_\_\_\_

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**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: \_\_\_\_\_ Date: \_\_\_\_\_

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 as directed in the job posting; or email to [jobs@jeffcowv.gov](mailto:jobs@jeffcowv.gov); or mail to Jefferson County Employment, P.O. Box 250, Charles Town, WV 25414.