

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: 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 _____
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 _____

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: _____

(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:** _____

Relationship: _____

Name: _____ **Phone:** _____

Address: _____ **Email:** _____

Relationship: _____

Name: _____ **Phone:** _____

Address: _____ **Email:** _____

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. If you wish to submit a resume, you can do so by submitting both your application and resume to sandy@jeffersoncountywv.org or mail to Jefferson County Employment, P.O. Box 250, Charles Town, WV 25414.

This application will remain on file for 60 days.