

APPLICATION FOR EMPLOYMENT



Jackson County Government
67 Athens St.
Jefferson, GA 30549

We consider applications for all positions without regard to race, color, religion, creed, sex, national origin, disability, sexual orientation, citizenship status or any other legally protected status.

NOTE: Applications and resumes are accepted for open positions only. Only candidates being considered for the position will be contacted.

PLEASE PRINT

| | |
|--------------------------|---------------------|
| Position (s) Applied For | Date of Application |
|--------------------------|---------------------|

How Did You Hear About Us?

Advertisement Inquiry Relative: _____
 Web site Friend: _____ Other: _____

| | | |
|-----------|------------|-------------|
| Last Name | First Name | Middle Name |
|-----------|------------|-------------|

| | | | |
|---------|------|-------|----------|
| Address | City | State | Zip Code |
|---------|------|-------|----------|

| |
|---|
| Telephone Number (s) (Home) _____ (Cell) _____ |
|---|

Best time to contact you: ____: ____ A.M. P.M. Best phone number to reach you: (____) ____-____

Have you filed an application with us before? Yes No If Yes, give date and position _____

Have you ever been employed with us before? Yes No If Yes, give date and position _____

Do any of your friends or relatives work here? Yes No If yes, state name(s): _____

Can you travel if a job requires it? Yes No

Are you currently employed? Yes No If yes, may we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?
 Yes No *Proof of citizenship or immigration status will be required upon employment*

If you are under 18 years of age, can you provide required proof of eligibility to work? Yes No N/A

Date available for work ____ / ____ / ____ What is your desired salary range? _____

Please state work availability: Full-Time Part-Time Temporary

If Part-Time, please indicate shift availability: Mornings Afternoon Evenings

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

| | Name and Address of School | Course of Study | Number of Years Completed | Diploma Degree |
|-----------------------|----------------------------|-----------------|---------------------------|----------------|
| High School | | | | |
| Undergraduate College | | | | |
| Graduate Professional | | | | |
| Other (Specify) | | | | |

Summarize special job-related skills and qualifications acquired from employment or other experience

SPECIALIZED SKILLS (CHECK SKILLS / EQUIPMENT OPERATED)

| | | | |
|-------------------------|---------------------------|--------------------------------------|--------------|
| _____ PC | _____ Microsoft Excel | Production / Mobile Machinery (list) | Other (list) |
| _____ Microsoft Outlook | _____ Microsoft Publisher | | |
| _____ Microsoft Word | _____ 10-key | | |
| _____ Microsoft Access | Typing speed _____ WPM | | |

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

If you need additional space, please continue on a separate sheet of paper.

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

| | | | | |
|----------|----------------------|--------------------|----------------|-----------------------|
| 1 | Employer | Dates From | Employed To | Work Performed |
| | Address | | | |
| | Telephone Number (s) | | | |
| | Job Title | Hourly Rate/Salary | | |
| | Supervisor | Starting | Final | |
| | Reason for Leaving | | | |
| 2 | Employer | Dates From | Employed To | Work Performed |
| | Address | | | |
| | Telephone Number (s) | | | |
| | Job Title | Hourly Rate/Salary | | |
| | Supervisor | Starting | Final | |
| | Reason for Leaving | | | |
| 3 | Employer | Dates From | Employed To | Work Performed |
| | Address | | | |
| | Telephone Number (s) | | | |
| | Job Title | Hourly Rate/Salary | | |
| | Supervisor | Starting | Final | |
| | Reason for Leaving | | | |
| 4 | Employer | Dates From | Employed To | Work Performed |
| | Address | | | |
| | Telephone Number (s) | | | |
| | Job Title | Hourly Rate/Salary | | |
| | Supervisor | Starting | Final | |
| | Reason for Leaving | | | |

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Can you perform the essential functions of the job, for which you are applying, either with or without a reasonable accommodation? _____ Yes _____ No

