

# ATHENS COUNTY APPLICATION FOR EMPLOYMENT

**INSTRUCTIONS:** Please fill out this employment application form as completely and accurately as possible.

Please print or write in a legible manner.

**SECTION I: PERSONAL INFORMATION**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Work (optional): \_\_\_\_\_

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Are you under 18?    Yes \_\_\_\_\_    No \_\_\_\_\_    If yes, can you obtain a work permit?    Yes \_\_\_\_\_    No \_\_\_\_\_

Have you filed an application with this organization before?    Yes \_\_\_\_\_    No \_\_\_\_\_    Date \_\_\_\_\_

Have you ever been employed by this organization?    Yes \_\_\_\_\_    No \_\_\_\_\_

If yes, explain \_\_\_\_\_

\_\_\_\_\_

(NOTE: A criminal conviction will not necessarily bar an applicant from employment. Other factors such as age at the time of the offense, seriousness and nature of the act, and rehabilitation will be taken into consideration.)

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER  
M/F/V/H

**SECTION II: TYPE OF WORK DESIRED**

Please describe the type or nature of work for which you are applying: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Are you interested in: Full Time Employment \_\_\_\_\_  
 Part Time Employment \_\_\_\_\_  
 No Preference \_\_\_\_\_

Are you interested in: Permanent Employment \_\_\_\_\_  
 Temporary Employment \_\_\_\_\_  
 Intermittent Employment \_\_\_\_\_  
 Seasonal Employment \_\_\_\_\_  
 No Preference \_\_\_\_\_

What is the minimum weekly salary requirement? \_\_\_\_\_

Date available for work \_\_\_\_\_

Do you have commitments to another employer which might affect your employment with this organization?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SECTION III: EDUCATIONAL EXPERIENCE AND TRAINING**

School(s)	Print Name, City, State for each school listing	Dates	Type of Course or Major	Graduated?	Degree Received
High School(s)	_____				
	_____				
College(s)	_____				
	_____				
Graduate School(s)	_____				
	_____				
Trade, Business, Night or Correspond.	_____				
	_____				
Other	_____				
	_____				

Please describe the coursework or technical training you have received which will better enable you to perform the job for which you are applying: \_\_\_\_\_  
 \_\_\_\_\_

If you have received any other training not mentioned above, please describe. Include any equipment or instruments you operate, or any other skills you possess which better indicate your ability to perform the job for which you are applying: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SECTION IV: EMPLOYMENT HISTORY**

Please describe your employment history – including United States Military Service. Begin with your present or most recent employer.

May we contact these employers for references? Yes \_\_\_\_\_ No \_\_\_\_\_

<u>Employer's Name</u>	<u>Dates Employed</u> From: _____ Month/Year	<u>Your Job Title</u> Beginning _____ End _____
<u>Street Address/City/State</u>		<u>Your Salary</u> Beginning _____ Per Hour End _____ Per Hour
<u>Supervisor's Name</u>	To: _____ Month/Year	

Describe your duties, responsibilities, equipment operates, instruments used, etc.: \_\_\_\_\_

Describe your reason(s) for leaving: \_\_\_\_\_

<u>Employer's Name</u>	<u>Dates Employed</u> From: _____ Month/Year	<u>Your Job Title</u> Beginning _____ End _____
<u>Street Address/City/State</u>		<u>Your Salary</u> Beginning _____ Per Hour End _____ Per Hour
<u>Supervisor's Name</u>	To: _____ Month/Year	

Describe your duties, responsibilities, equipment operates, instruments used, etc.: \_\_\_\_\_

Describe your reason(s) for leaving: \_\_\_\_\_

<u>Employer's Name</u>	<u>Dates Employed</u> From: _____ Month/Year	<u>Your Job Title</u> Beginning _____ End _____
<u>Street Address/City/State</u>		<u>Your Salary</u> Beginning _____ Per Hour End _____ Per Hour
<u>Supervisor's Name</u>	To: _____ Month/Year	

Describe your duties, responsibilities, equipment operates, instruments used, etc.: \_\_\_\_\_

Describe your reason(s) for leaving: \_\_\_\_\_

(Attach additional pages if needed)

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**SECTION V: AGREEMENT (Please carefully read the following statement.)**

I hereby attest that the information provided on this employment application (and accompanying resume, if any) is true, accurately and complete to the best of my knowledge. I understand that any misrepresentation, falsification or significant omissions of information may disqualify me from further consideration for employment, and may be considered as grounds for dismissal if discovered following employment.

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**SECTION VI: REFERENCES**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Applicants Signature \_\_\_\_\_

Scribed and duly sworn before me according to law, by the above named applicant this \_\_\_\_\_ day of \_\_\_\_\_

at \_\_\_\_\_, County of \_\_\_\_\_ and state of \_\_\_\_\_.

Signature of Officer \_\_\_\_\_

Official Title \_\_\_\_\_