

APPLICATION FOR EMPLOYMENT

CULLMAN COUNTY PERSONNEL DEPARTMENT

Cullman County Courthouse, Room 107
Cullman, Alabama 35055

AN EQUAL OPPORTUNITY EMPLOYER

To The Applicant:

We appreciate your interest in employment with Cullman County, Alabama and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in evaluating and identifying you for the position that best meets your qualifications. Cullman County, Alabama, being an EQUAL OPPORTUNITY EMPLOYER, assures you as an applicant, impartial consideration. Therefore, it is extremely important for you to provide us with that information which would best qualify you for the position desired. Your application will be active for one (1) year. If not hired within one (1) year, you must re-apply to be considered for future positions.

PERSONAL

POSITION DESIRED _____ DATE _____

NAME: LAST _____ FIRST _____ MIDDLE _____

PRESENT ADDRESS _____ NO. STREET _____ HOME PHONE NUMBER _____

CITY _____ STATE _____ ZIP _____ SOCIAL SECURITY NO. (Voluntary Disclosure) _____

LIST ANY OTHER NAMES YOU HAVE EVER GONE BY _____ TELEPHONE WHERE YOU MAY BE REACHED BETWEEN 8 AM - 5 PM _____

IN CASE OF EMERGENCY NOTIFY _____ PHONE NO. _____

HAVE YOU EVER WORKED FOR THE COUNTY BEFORE? YES NO
IF YES, WHICH DEPARTMENT(S)? _____

DO YOU HAVE RELATIVES EMPLOYED BY THE COUNTY? YES NO
IF YES, LIST NAMES, RELATIONSHIP AND DEPARTMENT WHERE THEY WORK

NAME _____ RELATIONSHIP _____ DEPARTMENT _____

NAME _____ RELATIONSHIP _____ DEPARTMENT _____

DO YOU HAVE A VALID DRIVERS LICENSE? YES NO D.L. NO. _____ STATE _____ EXP. DATE _____

HAVE YOU EVER BEEN DISCHARGED FROM ANOTHER JOB? YES NO A YES RESPONSE WILL NOT NECESSARILY BAR YOU FROM EMPLOYMENT WITH THE COUNTY.

IF YES, EXPLAIN _____

HAVE YOU EVER BEEN CONVICTED OF A CRIME OR ANY OTHER OFFENSE OTHER THAN TRAFFIC CITATIONS? YES NO
A YES RESPONSE WILL NOT NECESSARILY BAR YOU FROM EMPLOYMENT WITH THE COUNTY.

IF YES, EXPLAIN _____

WERE YOU IN THE UNITED STATES ARMED FORCES? YES NO IF YES, WHAT BRANCH? _____

DATE OF DUTY: FROM _____ TO _____ RANK AT DISCHARGE _____

ARE YOU A UNITED STATES CITIZEN? YES NO IF NOT, GIVE ALIEN REGISTRATION NUMBER _____

RECORD OF EDUCATION

SCHOOL	NAME AND ADDRESS OF SCHOOL	COURSE OF STUDY	CIRCLE LAST YEAR COMPLETED				DID YOU GRADUATE?	DEGREE AND MAJOR
			5	6	7	8		
ELEMENTARY AND MIDDLE		X					<input type="checkbox"/> YES <input type="checkbox"/> NO	X
HIGH							<input type="checkbox"/> YES <input type="checkbox"/> NO	
COLLEGE							<input type="checkbox"/> YES <input type="checkbox"/> NO	
OTHER							<input type="checkbox"/> YES <input type="checkbox"/> NO	

(CLERICAL APPLICANTS ONLY) Check Items In Which You Have Had Experience.

TYPING YES NO STENOGRAPHY YES NO ACCOUNTING YES NO
 IF "YES" GIVE SPEED _____ WPM IF "YES" GIVE SPEED _____ WPM WHAT "TYPE" _____ NO. YRS. _____

ADDING MACHINE DICTAPHONE CALCULATING MACHINE DATA PROCESSING
 DUPLICATING MACH. OPER. KEY PUNCH OPERATOR FILING CLERK STATISTICAL
 PBX OPERATOR RECEPTIONIST CORRESPONDENCE CLERICAL SUPV.

LIST ANY ADDITIONAL SKILLS, EXPERIENCE, OR QUALIFICATIONS NOT LISTED ABOVE OR ELSEWHERE ON THIS APPLICATION. INCLUDE VOLUNTEER WORK WHICH YOU HAVE DONE THAT MIGHT BE RELEVANT TO THE POSITION YOU SEEK.

LIST THE KINDS OF EQUIPMENT YOU CAN OPERATE AND THE DEGREE OF YOUR PROFICIENCY (if operation of the equipment might be considered relevant to the job you seek.)

HEALTH

I CERTIFY THAT I HAVE NO PHYSICAL LIMITATIONS WHICH WILL PREVENT MY EFFECTIVELY PERFORMING, WITH OR WITHOUT REASONABLE ACCOMMODATIONS, THE JOB FOR WHICH I AM APPLYING. UPON A CONDITIONAL JOB OFFER AND IF REQUIRED FOR MY POSITION, I CONSENT TO AN INITIAL PHYSICAL EXAM, PERIODIC PHYSICAL EXAMS AND BLOOD OR URINE ANALYSIS AT COUNTY EXPENSE. I UNDERSTAND THAT THIS ANALYSIS MAY TEST FOR CONTROLLED SUBSTANCES.

(signed) _____

AVAILABILITY

WHEN WILL YOU BE AVAILABLE TO BEGIN WORK? _____

IF AVAILABLE FOR TEMPORARY WORK, INDICATE SHORTEST ASSIGNMENT YOU WOULD ACCEPT.

ONE MONTH THREE MONTHS SIX MONTHS SUMMER

ARE YOU AVAILABLE TO WORK? _____ FULL TIME _____ PART TIME _____ SHIFT WORK _____ OVERTIME

IF THERE ARE ANY HOURS YOU ARE UNWILLING TO WORK, WHAT ARE THEY? _____

Work Experience

GIVE YOUR EMPLOYMENT HISTORY BELOW, BEGINNING WITH YOUR MOST RECENT EMPLOYMENT AND WORKING BACK. YOU MAY ATTACH ADDITIONAL SHEETS IF REQUIRED.

ALL BLANKS MUST BE COMPLETED FULLY.

1 DATES OF EMPLOYMENT (Month, Day, Year) FROM _____ TO _____	EXACT TITLE OR POSITION	SALARY OR EARNINGS STARTING \$ _____ FINAL \$ _____
NAME & ADDRESS OF EMPLOYER		NAME OF IMMEDIATE SUPERVISOR/TELEPHONE NUMBER
REASON FOR LEAVING:		
DESCRIPTION OF DUTIES & RESPONSIBILITIES INCLUDING NUMBER & TYPE OF EMPLOYEES SUPERVISED:		
MAY WE CONTACT?		

2 DATES OF EMPLOYMENT (Month, Day, Year) FROM _____ TO _____	EXACT TITLE OR POSITION	SALARY OR EARNINGS STARTING \$ _____ FINAL \$ _____
NAME & ADDRESS OF EMPLOYER		NAME OF IMMEDIATE SUPERVISOR/TELEPHONE NUMBER
REASON FOR LEAVING:		
DESCRIPTION OF DUTIES & RESPONSIBILITIES INCLUDING NUMBER & TYPE OF EMPLOYEES SUPERVISED:		
MAY WE CONTACT?		

3 DATES OF EMPLOYMENT (Month, Day, Year) FROM _____ TO _____	EXACT TITLE OR POSITION	SALARY OR EARNINGS STARTING \$ _____ FINAL \$ _____
NAME & ADDRESS OF EMPLOYER		NAME OF IMMEDIATE SUPERVISOR/TELEPHONE NUMBER
REASON FOR LEAVING:		
DESCRIPTION OF DUTIES & RESPONSIBILITIES INCLUDING NUMBER & TYPE OF EMPLOYEES SUPERVISED:		
MAY WE CONTACT?		

4 DATES OF EMPLOYMENT (Month, Day, Year) FROM _____ TO _____	EXACT TITLE OR POSITION	SALARY OR EARNINGS STARTING \$ _____ FINAL \$ _____
NAME & ADDRESS OF EMPLOYER		NAME OF IMMEDIATE SUPERVISOR/TELEPHONE NUMBER
REASON FOR LEAVING:		
DESCRIPTION OF DUTIES & RESPONSIBILITIES INCLUDING NUMBER & TYPE OF EMPLOYEES SUPERVISED:		
MAY WE CONTACT?		

Personal References

LIST FOUR PERSONS OTHER THAN FORMER EMPLOYERS, SUPERVISORS, OR RELATIVES WHO ARE FAMILIAR WITH YOUR QUALIFICATIONS AND BACKGROUND. REFERENCES DO NOT HAVE TO BE LOCAL.

NAME AND OCCUPATION	ADDRESS	TELEPHONE

UNLESS OTHERWISE SPECIFIED HEREIN, I AUTHORIZE ALL PERSONS LISTED AS REFERENCES AND ALL FORMER EMPLOYERS TO RELEASE INFORMATION TO THE CULLMAN COUNTY PERSONNEL OFFICE RELATIVE TO MY EDUCATION, TRAINING, QUALIFICATIONS, WORK HISTORY, AND GENERAL FITNESS FOR EMPLOYMENT.

PRINT OUT COMPLETED APPLICATION
SIGN AND DATE FORM

(SIGNATURE) _____

(DATE) _____

PLEASE READ CAREFULLY APPLICANTS 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. I UNDERSTAND THAT IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE CONSIDERED SUFFICIENT CAUSE FOR DISMISSAL. YOU ARE HEREBY AUTHORIZED TO MAKE ANY INVESTIGATION OF MY PERSONAL HISTORY, FINANCIAL AND CREDIT RECORD, AND POLICE RECORD THROUGH ANY INVESTIGATIVE AGENCIES OR BUREAUS OF YOUR CHOICE.

DATE: _____

APPLICANT SIGNATURE

FOR PERSONNEL USE ONLY

INTERVIEWER	DATE	MEETS MINIMUM QUALIFICATIONS? <input type="checkbox"/> YES <input type="checkbox"/> NO
COMMENTS		

HIRE DATE: _____

DEPARTMENT: _____

JOB CLASSIFICATION: _____

SALARY: _____