

EDUCATION

Do you have a High School Diploma or GED? YES NO

	Name and Address of School	Course of Study	Total # Years	Degree/Diploma
High School				
Undergraduate College				
Graduate/Professional				
Other – Specify (Business, trade, etc)				

Please list area of concentration and/degrees, certificates, licenses, endorsements, seminars, classes or other education not listed above which may help qualify you for this position.

Please list other training or skills (office machines, typing, computer, CDL, construction equipment, etc.) which may help qualify you for this position.

Please list professional, trade, business or civic activities and offices held. *Please exclude memberships which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.*

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Please use the space below to summarize any additional information necessary to describe your full qualifications for the specific position which you are applying.

Please list any languages other than English that you can speak, read or write that could be benefit to the position applied for:

	Fluent	Good	Fair
Speak			
Read			
Write			

EMPLOYMENT

Please list below all present and past employers over the past ten years, starting with your *most recent* employer. You must complete this section even if attaching a resume.

➤ May we contact your present employer? YES NO

➤ May we contact your former employers to verify this information? YES NO

Employer	Dates Employed From / To	Work Performed/Essential Job Functions
Address		
Telephone Number	Hourly Rate / Salary Starting / Final	
Job Title		
Supervisor	Title/Position at Termination	Reason for Leaving
Employer	Dates Employed From / To	Work Performed/Essential Job Functions
Address		
Telephone Number	Hourly Rate / Salary Starting / Final	
Job Title		
Supervisor	Title/Position at Termination	Reason for Leaving
Employer	Dates Employed From / To	Work Performed/Essential Job Functions
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EMPLOYMENT

Continued.....

Employer	Dates Employed From / To	Work Performed/Essential Job Functions
Address		
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Employer	Dates Employed From / To	Work Performed/Essential Job Functions
Address		
Telephone Number	Hourly Rate / Salary Starting / Final	
Job Title		
Supervisor	Title/Position at Termination	Reason for Leaving

Please list below three persons who have knowledge of your work performance in the last four years. Please include professional references only who are not related to you and are not previous employers.

Name		Occupation
Company Name	Address	
Telephone	Email	Relationship & Years Acquainted
Name		Occupation
Company Name	Address	
Telephone	Email	Relationship & Years Acquainted
Name		Occupation
Company Name	Address	
Telephone	Email	Relationship & Years Acquainted

APPLICANT'S STATEMENT

Please read and initial each paragraph, then sign below.

Complete and Accurate Information

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances of employment. I attest to the fact that the answers given by me are true and correct to the best of my knowledge and ability. If I am employed, I understand that any omission or misstatement of material fact on this application, or any other document used to secure employment, shall be grounds for rejection of this application, immediate discharge or other legal action, regardless of the time elapsed before discovery. I further understand that an incomplete application or an absence of my signature on this application is just cause for rejection of this application.

Investigation Authorization

I authorize investigation by Cherokee County or other authorized representative into all statements made in this application for employment as may be necessary in arriving at an employment decision. Said investigation may include current/previous employer, US Military, Selective Service, educational institutions, credit, driving, criminal background from any law enforcement agency, references and other background checks. I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure. In addition, I release the county, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities which may at any time result to me, my heirs, family or associates arising out of or in any way related to such examination or revelation. By applying for this job, I also authorize post-hire investigation into my credit, driving and criminal background.

At-Will Employment

I understand and agree that if I am employed, my employment will be "at-will", which means that the County may terminate the employment relationship at any time, with or without cause and with or without notice, for any reason consistent with applicable state or federal law. The only exception to this provision is the event of a written contract with an employee. I understand that this application is not a contract of employment. I understand that to be employed I must be lawfully authorized to work in the United States and that I must show the employer documents that will prove this if an employment offer is made.

County Obligation

I understand and agree that the County's acceptance of this job application does not mean that a position for which I am qualified is open (unless specifically posted) or that the County has agreed to hire me. I understand this application is only for the position I listed on the front of the application. If I would like to apply for another position, I must submit another employment application with any required written information. I understand that the County is under no obligation to hire me as a result of accepting this completed application.

Testing Authorization

If selected for employment, I understand that a pre-employment drug screen test, pre-employment physical and background check are required and that I must pass these pre-employment tests to be employed by Cherokee County.

Disclosure to Applicants Concerning Drug/Alcohol Testing

If you are offered a position with the County, you may be given a drug/alcohol test as a condition of employment. Your refusal to timely submit to a drug/alcohol test or your failure to pass such a test means you will not be employed by this county. Neither the collector of specimens nor the medical professional who reviews the test results will be a County employee. The test results will be kept confidential. The individual undergoing testing will not be directly observed while providing the specimen unless there are reasonable grounds to believe the individual may alter or substitute the specimen. Negative test results are required as a condition of employment.

County Personnel Policy

I also affirm that if employed by Cherokee County, I will abide by and follow all of the rules, regulations and procedures set forth by Cherokee County and any additional department and contractual policies.

~ ~ **Over** ~ ~

