# Gosper County Equal Employment Opportunity Employer

Clerk's Office

## **Application for Employment**

This application is good until the position is filled.

Gosper County assures equal employment opportunity to applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex, age, marital status, pregnancy, mental or physical disability, genetic information, religion, military status, gender identity, sexual orientation, or any other prohibited basis of discrimination, as provided under applicable state and federal law.

FEDERAL LAW OBLIGATES US TO PROVIDE REASONABLE ACCOMMODATION TO THE KNOWN DISABILITIES OF APPLICANTS AND EMPLOYEES, UNLESS TO DO SO WOULD POSE AN UNDUE HARDSHIP. PLEASE FEEL FREE TO LET US KNOW IF YOU NEED AN ACCOMMODATION TO COMPLETE THE APPLICATION PROCESS OR TO PERFORM ANY ESSENTIAL ELEMENTS OF THE POSITION SOUGHT.

Type of Work Desired (CHECK ALL THAT APPLY):	
Full-Time ☐ Part-Time ☐ Regular ☐ Temporary ☐	
Have you ever been employed here before? ☐ Yes ☐ No If	Syes, give date:
Have you filed an application here before? ☐ Yes ☐ No I	f yes, give date:
Applicant's Name (Last, First, Middle Initial):	
Street Address:	
City, State, Zip Code:	
Home Telephone Number:	Work Telephone Number:
Position Applied For:	Date Available for Work
How did you learn about the job you have applied for? (Be specif	fic as to the source.)
Are you legally authorized to work in the United States?   Yes	□ No
If hired, you will be required to submit documents sufficient to est the Immigration Reform and Control Act of 1986. While you ne the time you are interviewed, please be prepared to assure us tha offer of employment.	eed not provide this proof of citizenship or immigration status at
This position is subject to a veterans preference. Are you eligible	e for and requesting a veterans preference?   Yes
[A veteran requesting preference must submit with his/her Applic Defense Form 214. A spouse of a veteran requesting preference is	

the veteran's Department of Defense Form 214, a copy of the veteran's disability verification from the United States Department

of Veteran Affairs demonstrating a 100 percent permanent disability rating, and proof of marriage to the veteran.]

### EMPLOYMENT RECORD

List below the positions you have held, starting with your present employment. If more than one position or classification has been held with a given organization, list each position or classification as a separate period of employment. Under "Specific Duties," describe clearly the tasks you performed and the nature of your supervisory, technical, or other responsibilities. Please be complete. Your employment history may be verified by contacting previous employers. Volunteer, military, or unpaid experience will be evaluated in the same manner as paid employment and should be entered in the same manner. If you need more space, attach a separate sheet of paper. Please exclude organization names that indicate, for example, race, color, religion, sex, disability, or national origin.

Employment Information	Description of Duties
Employer/Kind of Business	Position Title
Street Address	Specific Duties
Immediate Supervisor/Title	Telephone Number
Dates of Employment (Month/Year) From: To:	Hourly Rate/Salary Starting: Final:
Part-Time	
Reason for Leaving	
Employment Information	Description of Duties
Employer/Kind of Business	Position Title
Street Address	Specific Duties
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Dates of Employment (Month/Year)	Hourly Rate/Salary
From: To:	Starting: Final:
Part-Time □ Full-Time □	
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From: To:	Starting: Final:
Part-Time	
Reason for Leaving	

Street Address  Specific Duties  Immediate Supervisor/Title  Telephone Number  Hourly Rate/Salary Starting: Final:  Part-Time Full-Time   EDUCATION/SKILLS RECORD  Please list education or specialized experience that relates to the position(s) for which you are applying. Exclude names or terms that indicate, for example, race, color, religion, sex, disability, or national origin.  Circle Highest Grade Completed: 6 7 8 9 10 11 12 College: 1 2 3 4 5 Did You Graduate?YesNo  Post- High School Name of School Major Degree Type  College/University	Employment Information	Description of Duties		uties	
Immediate Supervisor/Title  Dates of Employment (Month/Year) From: To: Starting: Final:  Part-Time   Full-Time    Reason for Leaving  EDUCATION/SKILLS RECORD  Please list education or specialized experience that relates to the position(s) for which you are applying. Exclude names or terms that indicate, for example, race, color, religion, sex, disability, or national origin.  Circle Highest Grade Completed: 6 7 8 9 10 11 12 College: 1 2 3 4 5 Did You Graduate? Yes No  Post-High School Name of School Major Degree Type  College/University	Employer/Kind of Business	Position Title			
Hourly Rate/Salary   Final:	Street Address	Specific Duties			
Fom: To: Starting: Final:  Part-Time	Immediate Supervisor/Title	Telephone Number			
EDUCATION/SKILLS RECORD	Dates of Employment (Month/Year) From: To:	•			
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College/University  Graduate School  If required by the job you have applied for, have you had training/course work or experience in (please check those that apply):  Typing Word Processing Data Entry PC/Computer Terminal Calculator/Adding Dictation Equipment Shorthand/Speedwriting Machine Please list any other types of equipment you can operate or skills you possess, which you feel would be an asset in the position for which you are applying:  LICENSES AND CERTIFICATES  If a license, certificate, or other authorization to practice a trade or profession is required for the position for which you are applying, complete the following questions:  Name of Trade or Profession License Number  Granted by City and/or State	Please list education or specialized experience that relates to that indicate, for example, race, color, religion, sex, disability	the position(s) for which y	you are applying. Ex		
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Typing	Post- High School Na College/University	ne of School	Major	Degree Type	
Calculator/Adding	-	ne of School	Major	Degree Type	
Machine  Please list any other types of equipment you can operate or skills you possess, which you feel would be an asset in the position for which you are applying:  LICENSES AND CERTIFICATES  If a license, certificate, or other authorization to practice a trade or profession is required for the position for which you are applying, complete the following questions:  Name of Trade or Profession  License Number  Granted by  City and/or State	College/University Graduate School				
If a license, certificate, or other authorization to practice a trade or profession is required for the position for which you are applying, complete the following questions:    Name of Trade or Profession   License Number	College/University  Graduate School  If required by the job you have applied for, have you had train	ning/course work or exper	ience in (please check	k those that apply):	
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Specialty Licensed From: To:	College/University  Graduate School  If required by the job you have applied for, have you had trai  Typing	Data Entry Shorthand/Speedvtills you possess, which you Describe the composition of the c	ience in (please check PC/Covriting  pu feel would be an as	k those that apply): Computer Terminal sset in the position	
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#### APPLICANT'S STATEMENT

These answers are true and complete to the best of my knowledge. I understand that any false, omitted, or misleading information in connection with this application or during the interview process will result in rejection of my application or termination of my employment if I am hired, regardless of when discovered.

I also understand that any offer of employment may be conditioned upon a health evaluation by a doctor selected by the County to determine whether I can perform the job duties. In addition, I understand a drug or alcohol test may be required, depending upon County policy.

I authorize the County to make a thorough investigation of my past employment, education, criminal history, job-related activities, and other relevant background information, and I release from all liability all persons, companies, and corporations providing such information, either in writing or orally. I also indemnify this County against any liability that might result from making such investigation. Furthermore, I authorize the County to supply my employment record, in its sole discretion, in whole or in part, to any prospective employer, government agency, or other party with an interest that the County deems appropriate.

Additionally, I understand that nothing contained in this employment application or in the granting of an interview is intended to create a contract between [Name of County] and myself for either employment or for the providing of any benefit arising from employment. No promises regarding employment have been made to me. I understand that if an employment relationship is established, I have the right to terminate my employment at any time and [Name of County] retains the same right, regardless of any oral representations to the contrary. Any changes in this "at will" employment relationship must be made in writing and approved by the County Board.

SIGN HERE		
	Applicant's Signature	Date

NOTE: UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED.

NOTE TO COUNTY: The following Application for Employment includes a criminal history inquiry. Remember, state statute prohibits public employers (i.e., an agency or department of this state or of any political subdivision of this state) from asking an applicant to disclose, orally or in writing, information concerning the applicant's criminal record or history, including any inquiry on an employment application, until the public employer has determined that the applicant meets the minimum employment qualifications. This limitation does <a href="notemapoly">notemapoly</a> (1) to any law enforcement agency (e.g., the Sheriff's office), (2) to any position for which a public employer is required by federal or state law to conduct a criminal history record information check, or (3) to any position for which federal or state law specifically disqualifies an applicant with a criminal background.

# [Name of County] **Equal Employment Opportunity Employer**

[INCLUDES CRIMINAL HISTORY INQUIRY]

### **Application for Employment**

This application is good for [Number] days or until the position is filled.

[Name of County] assures equal employment opportunity to applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex, age, marital status, pregnancy, mental or physical disability, genetic information, religion, military status, gender identity, sexual orientation, or any other prohibited basis of discrimination, as provided under applicable state and federal law.

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ype of Work Desired (CHECK ALL THAT APPLY):
ull-Time  Part-Time  Regular  Temporary
lave you ever been employed here before?   Yes   No If yes, give date:
Iave you filed an application here before? ☐ Yes ☐ No If yes, give date:
applicant's Name (Last, First, Middle Initial):
treet Address:
City, State, Zip Code:
Iome Telephone Number: Work Telephone Number:
osition Applied For: Date Available for Work
Iow did you learn about the job you have applied for? (Be specific as to the source.)
are you legally authorized to work in the United States?   Yes  No
fhired, you will be required to submit documents sufficient to establish employment authorization and identity in compliance with the Immigration Reform and Control Act of 1986. While you need not provide this proof of citizenship or immigration status at the time you are interviewed, please be prepared to assure us that you can do so immediately upon being hired if you receive an after of employment.
lave you ever been convicted of, pleaded guilty to, pleaded no contest or nolo contendere to, been paroled for, received probation referred judgment for, or received a suspended imposition/execution of sentence or judgment for any felony or misdemeanor other than a minor traffic violation) in any jurisdiction?
Do you have any pending criminal charges in any jurisdiction (other than a minor traffic violation) that have not yet been fully esolved or disposed of?   Yes  No
f yes to either question, please provide details (date, jurisdiction, crime involved, disposition, current status, etc.):

(Conviction or pending arrest will not necessarily disqualify you from employment. The recency, severity, and pertinence of the conviction or pending arrest to the job will all be considered.)

This position is subject to a veterans preference. Are you eligible for and requesting a veterans preference? 

Yes

[A veteran requesting preference must submit with his/her Application for Employment a copy of the veteran's Department of Defense Form 214. A spouse of a veteran requesting preference must submit with his/her Application for employment a copy of the veteran's Department of Defense Form 214, a copy of the veteran's disability verification from the United States Department of Veteran Affairs demonstrating a 100 percent permanent disability rating, and proof of marriage to the veteran.]

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Part-Time □ Full-Time □	
Reason for Leaving	
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Employment Info	Employment Information		Description of Duties			
Employer/Kind of Business		Position '	Title			
Street Address	Specific Duties					
Immediate Supervisor/Title	Title Telephone Number					
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Part-Time □ Full-Time □						
Reason for Leaving						
	EDUCATION/Slazed experience that relates to the color, religion, sex, disability, or eleted: 6 7 8 9 10 11 12	position(s	s) for which you are a prigin.	applying. Exclude names  Did You Graduate?		
	Post- High School Name of School Major Degree Type					
Post- High School	Name of School		Major	Degree T	ype	
College/University	Name of School		Major	Degree T	ype	
	Name of School		Major	Degree T	ype	
College/University Graduate School	Name of School applied for, have you had training	g/course w				
College/University Graduate School		g/course w	ork or experience in		apply):	
College/University Graduate School  If required by the job you have	applied for, have you had training	☐ Data	ork or experience in	(please check those that a	apply):	
College/University Graduate School  If required by the job you have  Typing Calculator/Adding Machine	applied for, have you had training  Word Processing	☐ Data ☐ Short	vork or experience in Entry hand/Speedwriting	(please check those that a	apply): rminal	
College/University  Graduate School  If required by the job you have  Typing Calculator/Adding Machine Please list any other types of equal to the property of equal to the	applied for, have you had training  Word Processing  Dictation Equipment	☐ Data ☐ Short	vork or experience in Entry hand/Speedwriting	(please check those that a	apply): rminal	
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I also understand that any offer of employment may be conditioned upon a health evaluation by a doctor selected by the County to determine whether I can perform the job duties. In addition, I understand a drug or alcohol test may be required, depending upon County policy.

I authorize the County to make a thorough investigation of my past employment, education, criminal history, job-related activities, and other relevant background information, and I release from all liability all persons, companies, and corporations providing such information, either in writing or orally. I also indemnify this County against any liability that might result from making such investigation. Furthermore, I authorize the County to supply my employment record, in its sole discretion, in whole or in part, to any prospective employer, government agency, or other party with an interest that the County deems appropriate.

Additionally, I understand that nothing contained in this employment application or in the granting of an interview is intended to create a contract between [Name of County] and myself for either employment or for the providing of any benefit arising from employment. No promises regarding employment have been made to me. I understand that if an employment relationship is established, I have the right to terminate my employment at any time and [Name of County] retains the same right, regardless of any oral representations to the contrary. Any changes in this "at will" employment relationship must be made in writing and approved by the County Board.

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