



APPLICATION FOR EMPLOYMENT

Adams County is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. Incomplete information may disqualify you from further consideration.

Date _____

APPLICANT INFORMATION			
Last Name	First	Middle Initial	Suffix
Street Address	City	State	Zip
E-mail Address		Primary Phone	Secondary Phone
Are you legally eligible for employment in the U.S.? YES [] NO [] <i>(If offered employment, you will be required to provide documentation to verify eligibility)</i>			
Are you over 18 years old? YES [] NO [] Do you have a valid Driver's License? YES [] NO []		Are you willing to relocate if the position requires residency in Adams County? YES [] NO [] I live in Adams County []	

POSITION		
Position Desired	Department	Date Available to Begin Work
Are you able to perform the essential functions of this position, with or without a reasonable accommodation? YES [] NO []		
If no, please explain.		
Have you previously worked for Adams County before? YES [] NO []	If yes, please state department name and dates of employment.	
Are you related to anyone currently employed by Adams County? YES [] NO []	If yes, please state name and relationship.	

EDUCATION				
	Name and Location of School	Number of Years Completed	Degree/Major/Subject	Degree Obtained? Y/N
High School Diploma [] G.E.D. []				
College				
Graduate				
Other (specify)				
List all other special courses, seminars, skills, licenses or memberships related to the position for which you are applying <i>(Omit any that may reveal your race, color, creed, gender, religion, national origin, ancestry, age, disability, marital status, veteran status, or any other protected status):</i>				

MILITARY SERVICE		
Dates of Service	Rank at Discharge	Training Received
Duties Performed		

EMPLOYMENT HISTORY*Start with your current or most recent position (make extra copies of this page if needed).*

Name of Employer	Address (include Street, City, State, & Zip)
Position/Hours Per Week	From _____ To _____ (Mo/Yr) (Mo/Yr)
Supervisor Name and Title, Phone Number	May we contact this employer for a reference? YES [] NO [] If no, please explain.
Responsibilities	
Reason for Leaving	

Name of Employer	Address (include Street, City, State, & Zip)
Position/Hours Per Week	Dates Employed From _____ To _____ (Mo/Yr) (Mo/Yr)
Supervisor Name and Title, Phone Number	May we contact this employer for a reference? YES [] NO [] If no, please explain.
Responsibilities	
Reason for Leaving	

Name of Employer	Address (include Street, City, State, & Zip)
Position/Hours Per Week	Dates Employed From _____ To _____ (Mo/Yr) (Mo/Yr)
Supervisor Name and Title, Phone Number	May we contact this employer for a reference? YES [] NO [] If no, please explain.
Responsibilities	
Reason for Leaving	

REFERENCES		
Please list the names of three professional references not related to you.		
Name	Relationship/Company Name	Contact Information (Phone or E-mail)
1.		
2.		
3.		

APPLICANT'S CERTIFICATION AND AGREEMENT	
<p>I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize Adams County to verify their accuracy and to obtain reference information on my work performance. I hereby release Adams County from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.</p> <p>I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.</p> <p>I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or the Employer may terminate my employment at any time with or without notice or cause.</p>	
Signature	Date