



## Military Service

Branch of Service

Dates of Service

Duties/Specialized Training

## Education

<i>School</i>	City	State
Dates Attended	Degrees or Diplomas	
<i>School</i>	City	State
Dates Attended	Degrees or Diplomas	
<i>School</i>	City	State
Dates Attended	Degrees or Diplomas	
Describe any specialized training, skills, honors received and/or qualifications:		

## Foreign Language

Indicate any foreign languages you can speak, read and/or write:

	Fluent	Good	Fair
SPEAK			
READ			
WRITE			

## References

1. Name	Address	Phone Number
2. Name	Address	Phone Number
3. Name	Address	Phone Number

History - Begin with most recent employer. Attach additional sheets as needed. **Must be completed in full.**

<b>Job Title</b>	<b>Dates Employed</b>		<b>Work Performed</b>
Employer	From	To	
Supervisor			
Address	Hourly Rate/Salary		
Telephone Number	Starting	Final	
Reason for Leaving			
<b>Job Title</b>	<b>Dates Employed</b>		<b>Work Performed</b>
Employer	From	To	
Supervisor			
Address	Hourly Rate/Salary		
Telephone Number	Starting	Final	
Reason for Leaving			
<b>Job Title</b>	<b>Dates Employed</b>		<b>Work Performed</b>
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<b>Job Title</b>	<b>Dates Employed</b>		<b>Work Performed</b>
Employer	From	To	
Supervisor			
Address	Hourly Rate/Salary		
Telephone Number	Starting	Final	
Reason for Leaving			

Applicants Statement

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in the application for employment as may be necessary in arriving at an employment decision.

I understand that neither this document nor any offer of employment from the employer constitute an employment contract.

I understand that false or misleading information given in my application or interview(s) may result in discharge.

In consideration for my employment, I agree to conform to the county's policies, practices, rules/regulations and standards, which may be changed from time to time.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Apache County is an equal opportunity employer**



# Apache County Human Resources

**Karen Houston, Director**  
Post Office Box 989  
St. Johns, AZ 85936  
(928) 337-7534 - Fax (928) 337-7606

Dear Sir/Madame:

\_\_\_\_\_ has applied for employment with Apache County and has stated that he/she was employed by you in the capacity of \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

Your response to the questions below, which may be returned in the enclosed envelope, will be greatly appreciated.

Sincerely,

\_\_\_\_\_  
Human Resources Department

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1. Are the dates of employment substantially correct?

\_\_\_\_\_  
If not, please give correct date

2. What type of work did applicant perform?

3. Why did the applicant leave your service?

4. Would you re-employ applicant in a suitable vacancy?

5. Please comment briefly on applicants work habits, attendance and ability:

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

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To be Signed by Applicant

I hereby authorize all my previous employers to furnish the Apache County Human Resources Department information concerning my employment history. I hereby release the above employers from any responsibility for damage on account of furnishing said information.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_