



## EMPLOYMENT APPLICATION

We consider applicants for all positions without regard to race, color, sex, religion, national origin, age, disability or any other legally protected status.

### PLEASE NOTE

- (1) All questions must be answered.
- (2) Non-responsive information stated on this application and other hiring forms will disqualify the applicant from consideration.
- (3) Applications are current for six months and will be retained in our active files during this time. If you are interested in a position during this period, please contact the Human Resources Department and have your application submitted for that job. Any positions that you have an interest in after the six months will require the submission of a new application.

Position applied for and job posting number		Date of application	
Last Name	First Name	Middle Name	
Mailing Address	City	State	Zip Code
Telephone Number	Message Number	Social Security Number	

Are you available to work:
  Full Time
     
  Part Time
     
  Shift Work
     
  Temporary

Are you 18 or over?
                                 
  Yes
     
  No

Have you ever been employed with Apache County?
                                 
  Yes
     
  No

Dates: \_\_\_\_\_

Do you have access to reliable transportation?
                                 
  Yes
     
  No

Do you have a C.D.L.?
                                 
  Yes
     
  No

If you are currently employed, may we contact your present employer?
                                 
  Yes
     
  No

Are you eligible to work in the United States?
                                 
  Yes
     
  No

(Proof of citizenship or immigration status will be required upon employment)

Do you have any relatives that are currently employed by Apache County?
                                 
  Yes
     
  No

If yes, please list name(s): \_\_\_\_\_

Have you ever been convicted of any felony or driving under the influence?
                                 
  Yes
     
  No

If yes please explain: \_\_\_\_\_

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Are you currently on probation or parole for any criminal offense?
                                 
  Yes
     
  No

**Applicants are advised that under Arizona's public records laws, copies of applications and resumes of persons considered for employment, with limited personal information removed, may be subject to disclosure to any person who requests them.**

## 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>
Employer	From	To	
Supervisor			
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Telephone Number	Starting	Final	
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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

P.O. Box 989  
St. Johns, AZ 85936  
(928) 337-7940 - (928) 337-7606 Fax

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: \_\_\_\_\_