

GRANITE COUNTY EMPLOYMENT APPLICATION

AN EQUAL OPPORTUNITY EMPLOYER

The information contained on this form is sought in good faith. It will not be used in any way to discriminate against any applicant for employment in violation of state and federal law.

IMPORTANT: Please type or print in ink. You may respond to sections 4 through 7 on separate sheets of paper if all relevant blocks are completed and the same format is followed. On each sheet write your name and job title for which you are applying. You may submit a legible photocopied application. If you photocopy your application, leave sections 1, 2, and 3 blank and complete these sections each time you apply. You must sign and date in ink each application you submit. LATE, INCOMPLETE or UNSIGNED applications will not be considered.

PLEASE READ THE JOB VACANCY ANNOUNCEMENT CAREFULLY TO FIND: (a) what attachments must be submitted (supplement questions, transcript, Employment Preference Form, etc); (b) where to submit your application; (c) the required special qualifications or licenses; and (d) the closing date for receipt of applications. An application tailored to the position is to your advantage.

Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed.

Employment Preference: The Veterans' Employment Preference Act provides preference in public employment for certain military veterans. An applicant claiming employment preference must complete an Employment Preference Form, available through your local Montana Job Service. The applicant must indicate at the bottom of page one of this application form that the necessary documentation is attached.

1. Name _____
Last First MI
Address _____
City State Zip Code
Phone No. _____
Work Home

2. What position are you applying for?
(See Job Vacancy Announcement.)
Department _____
Position Title _____
Job Location _____

My initials below certify that all information on this and all attached pages (checked below) are true, correct and complete to the best of my knowledge and contains no willful falsifications or misrepresentations. Falsifications or misrepresentations may disqualify me from consideration for employment with the County or, if hired, may be grounds for termination at a later date. Employers may be contacted as references. By my initials below, I voluntarily authorize Granite County to perform a complete reference check, background check on myself, and I acknowledge and understand this said background check may include, but is not limited to, a criminal background check. Additionally, I will fully cooperate with any agent(s) of Granite County who perform said background check. In the spaces below, I have checked attachments, including those required in the job announcement.

Responses to Supplement Questions Transcript Typing/Ten-key Certification
 Employment Preference Form/Documentation Resume Additional Employment Experience
Other (specify) _____

Initial Here: _____

3. I hereby permit Granite County to examine my references, record of employment, education record, and any other information I have provided. 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 Granite County, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such examination or revelation.

SIGNATURE: _____ DATE SIGNED: _____

7. **EXPERIENCE:** List your work and/or volunteer experience with emphasis on experience that is relevant to the position for which you are applying. Begin with your present or most recent experience. Include military service that would help you qualify. You may continue this section on a separate sheet of paper if all the same format is followed. Include your name and the job title for which you are applying on each sheet.

This information must be completed even if a resume is submitted.

Notice to applicants: Information that you provide on this application is subject to verification. Previous employers may be contacted as references.

Do you want to be informed before we contact your present employer? Yes No

Name & Complete Address of Employer

Your Job Title _____

Type of Business _____ Dates Employed _____ / _____ to _____ / _____

Immediate Supervisor(s) _____ Phone No. _____
Avg. Hrs. Per Week _____ Total Time Employed _____

Full-time Part-time Volunteer

Yrs/Mo

Describe your duties, including knowledge, skills, abilities required, employees supervised, accomplishments

Reason for Leaving: _____

Name & Complete Address of Employer

Your Job Title _____

Type of Business _____ Dates Employed _____ / _____ to _____ / _____

Immediate Supervisor(s) _____ Phone No. _____
Avg. Hrs. Per Week _____ Total Time Employed _____

Full-time Part-time Volunteer

Yrs/Mo

Describe your duties including knowledge, skills, abilities required, employees supervised, accomplishments

Reason for Leaving: _____

7. EXPERIENCE *Continued...*

Name & Complete Address of Employer

Your Job Title _____

Type of Business _____ Dates Employed ____/____/____ to ____/____/____

Immediate Supervisor(s) _____ Phone No. _____
Avg. Hrs. Per Week _____ Total Time Employed _____

Yrs/Mo

Full-time Part-time Volunteer

Describe your duties including knowledge, skills, abilities required, employees supervised, accomplishments

Reason for Leaving: _____

Name & Complete Address of Employer

Your Job Title _____

Type of Business _____ Dates Employed ____/____/____ to ____/____/____

Immediate Supervisor(s) _____ Phone No. _____
Avg. Hrs. Per Week _____ Total Time Employed _____

Yrs/Mo

Full-time Part-time Volunteer

Describe your duties including knowledge, skills, abilities required, employees supervised, accomplishments

Reason for Leaving: _____

--READ CAREFULLY--

Do Not Write On This Page

Please make sure all required information is included (see job vacancy announcement).

1. Did you sign and date your application?
2. Have you read the job announcement to see what attachments must be submitted?
3. Have you checked boxes in Section 3 to indicate what attachments you have included?
4. Did you indicate the specific Position Title and Position Number in Section 2?
5. Did you include a complete address for each employer listed in Section 7?
6. If you are claiming Veterans Employment Preference or Persons with Disabilities Employment Preference, have you completed and attached the Employment Preference Form and Documentation?
7. Did you attach all the application materials required by the vacancy announcement?