



APPLICATION FOR EMPLOYMENT

COUNTY OF HERTFORD

An Equal Opportunity Employer



The County of Hertford maintains the policy of providing equal employment opportunities for all persons regardless of race, color, religion, sex, national origin, handicap, age, political affiliation, or any other non-merit factor.

1. Position(s) applied for _____ Date _____

2. Print Name _____ Social Security # _____
(Last) (First) (Middle)

3. Permanent Address _____ Bus. _____ Res. _____
(Street & No. or R.F.D.) (City) (State & Zip) (Phone Numbers)

4. Present Address _____ Bus. _____ Res. _____
(If different from Permanent) (Street & No. or R.F.D.) (City) (State & Zip) (Phone Numbers)

EDUCATIONAL RECORD

5. Elementary _____ Name _____ Location _____ Ending Date _____ Circle highest school year completed _____
 or _____
 * High School _____ Mo. _____ Yr. _____ 1 2 3 4 5 6 7 8 9 10 11 12

Did you either graduate from high school or pass the High School Equivalency Test? Yes No

Education Beyond High School	Name and Location	Attended				Circle Number Years Completed	Credit Hours	Did You Graduate?	Degree or Diploma and Year Received	Major Subject
		From		To						
		Mo.	Yr.	Mo.	Yr.					
College * or University						1 2 3 4				
Graduate * or Professional						1 2 3 4				
* Other Education, Internship, etc.						1 2 3 4				

6. List fields of work for which you are licensed, registered, or certified, giving date(s) and source(s) of issuance.

7. List typing and shorthand skills, machines you can operate, and other skills in which you are proficient.

8. If the position applied for calls for specific courses, indicate courses and credits received.

9. EMPLOYMENT RECORD - Answer questions for each period of employment. Failure to give complete information may result in rejection of your application. Begin with your present or last position. If more space is needed, use a continuation sheet.

A. Title of present or last position _____ Starting salary _____ Last salary _____

Date employed		
Date separated		
Full-time	Years	Months
Part-time	Years	Months
If part-time, number of hours worked per week		

Name and title of supervisor _____ No. employees supervised by you _____

Employer _____ Address _____

Duties _____

Reason for leaving _____

May we inquire of this employer about your character and qualifications? Yes No

B. Title of next to last position _____ Starting salary _____ Last salary _____

Date employed		
Date separated		
Full-time	Years	Months
Part-time	Years	Months
If part-time, number of hours worked per week		

Name and title of supervisor _____ No. employees supervised by you _____

Employer _____ Address _____

Duties _____

Reason for leaving _____

May we inquire of this employer about your character and qualifications? Yes No

CONTINUATION SHEET APPLICATION FOR EMPLOYMENT

C. Title of next position _____ Starting salary _____ Last salary _____
 Name and title of supervisor _____ No. employees supervised by you _____
 Name of employer _____ Address _____

Date employed		
Date separated		
Full-time	Years	Months
Part-time	Years	Months
If part-time, number of hours worked per week		

Duties _____

 Reason for leaving _____
 May we inquire of this employer about your character and qualifications? Yes No

D. Title of next position _____ Starting salary _____ Last salary _____
 Name and title of supervisor _____ No. employees supervised by you _____
 Name of employer _____ Address _____

Date employed		
Date separated		
Full-time	Years	Months
Part-time	Years	Months
If part-time, number of hours worked per week		

Duties _____

 Reason for leaving _____
 May we inquire of this employer about your character and qualifications? Yes No

10. REFERENCES: Other than relatives, who are in a position and willing to certify to your character, ability, experience and qualification for the position.

(A) Name _____ Address _____

(B) Name _____ Address _____

(C) Name _____ Address _____

11. Have you ever been convicted of violation of any law (Other than minor traffic violation)?
 (Yes _____) (No _____) If yes, explain _____

CERTIFICATE OF APPLICANT

I hereby certify that all answers and statements in this application are true. I am aware that should investigation disclose misrepresentation or falsification, I may be dismissed.

Date: _____

 Applicant's Signature