

## Otero County

13 W 3<sup>rd</sup> Street, Room 212. La Junta, CO 81050

Phone (719) 383-3000; Fax (719) 383-3090

Hours: 8:00 – 5:00 Monday through Friday

### APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

We do not discriminate on the basis of race, religion, natural origin, color, sex, age or handicap. It is our intention that all applicants be given equal opportunity and that selection decisions are based on job-related factors.

#### INSTRUCTIONS

Each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. Use blank paper if you do not have enough room on this application form. PLEASE print, except for signature on page 4 of application.

Job Applied For: \_\_\_\_\_ Today's date \_\_\_\_\_

Are you seeking: Full time  Part-time  Temporary or Summer  employment?

When are you available for employment? \_\_\_\_\_

#### PERSONAL DATA

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Present Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Are you legally entitled to work in the United States? Yes  No

Can you submit verification of your legal right to work in the United States? Yes  No

#### HEALTH

Can you perform the essential functions of the job for which you are applying with or without accommodation?  
Yes  No

Would you take a physical examination if required for the job for which you are applying? Yes  No

## MILITARY

Military Status:

Active Duty Service from \_\_\_\_\_ to \_\_\_\_\_

Branch of Service \_\_\_\_\_

Are you a member of a Reserve organization? Yes  No

## GENERAL

Were you ever employed here? ..... Yes  No  When? \_\_\_\_\_

Have you ever applied here before? ..... Yes  No  When? \_\_\_\_\_

Have you ever been convicted of any law violation (except a minor traffic violation)? ..... Yes  No

If yes, please provide on an attached sheet (1) the charge, (2) conviction date, (3) place, (4) court, and (5) sentence imposed or other action taken.

Are you now or do you expect to be engaged in any other business or employment? ..... Yes  No

If yes, please explain \_\_\_\_\_

For jobs where driving is required only: Do you have a valid driver's license? Yes  No

Driver's License Number \_\_\_\_\_

For jobs requiring a Commercial Driver's License (CDL): Do you have a Class A? Yes  No

Do you have a Class B? Yes  No

## EDUCATION

Name, Address and Location of School	Highest Grade Completed		
High School : _____			
College or University: _____  College Major: _____  Degree: _____			
Additional Educational and/or Vocational or Technical Training Information:	Courses Taken	Courses Completed	
School: _____			

School:			
School:			
School:			

### WORK HISTORY

List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references. **PLEASE GIVE MONTH AND YEAR**

Name of Employer Address City, State, Zip Code	Name of Last Supervisor	Employed	
		From	
		To	
Telephone			

Title	Reason for leaving
-------	--------------------

Duties

May we contact your present employer?  Yes  No

Name of Employer Address City, State, Zip Code	Name of Last Supervisor	Employed	
		From	
		To	
Telephone			

Title	Reason for leaving
-------	--------------------

Duties

Name of Employer Address City, State, Zip Code	Name of Last Supervisor	Employed	
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Telephone			

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Duties

Name of Employer Address City, State, Zip Code	Name of Last Supervisor	Employed	
		From	
		To	
Telephone			

Title	Reason for leaving
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Duties

Is any additional information relative to change of name, use of assumed name, or nickname necessary to enable us to check your employment history?..... Yes  No  If Yes, please list the additional information on an attached sheet.

**SPECIAL SKILLS**

If you are an experienced operator of any business machines or equipment, please list.

If you are an experienced operator of any plant machines or equipment, please list.

Do you type? ..... Yes  No  Words per Minute \_\_\_\_\_

Do you have any other skills you wish to mention that relate to performance of the job for which you are applying?

**REFERENCES**

Give three references, not relatives or former employers.

Name	Address	Phone	Occupation

**CERTIFICATION**

I hereby certify that the information given in this application is correct and complete. I understand any false statements, omissions, or misrepresentations contained in this application, related interview, or related correspondence may disqualify me for employment consideration. Should investigation at any time disclose any falsification, omission, or misrepresentation, said disclosure may be grounds for termination of employment. I consent to the release of information by employers, schools, law enforcement agencies, and any other third party deemed necessary by Otero County to verify the information contained in this application.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY**

Do Not Write Below this Line

Interviewed by:	Interviewer's remarks:
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