

GREENLEE COUNTY APPLICATION FOR EMPLOYMENT



GREENLEE COUNTY
P.O. Box 908
Clifton, AZ 85533
(928) 865-2072

Greenlee County is an equal opportunity employer. Greenlee County does not discriminate in employment with regard to race, color, religion, national origin, citizenship status, ancestry, age, sex, sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service or any other characteristic protected by law.

NOTICE TO DISABLED APPLICANT

Arrangements to make reasonable accommodation to disabled applicants may be requested by contacting Greenlee County Board of Supervisors, 5th and Leonard, Clifton, Arizona 85533, (928) 865-2072 or FAX (928) 865-9332.

Name:	_____	SSN#:	_____
	(Last) (First) (M.I.)		
Present Address:	_____		
	(Street)	(City)	(State) (Zip)
Mailing Address:	_____		
	(Street)	(City)	(State) (Zip)
Email Address:	_____		
Home Phone#:	_____	Mobile Phone#:	_____

Position for which you are applying:	_____	Location:	_____
Are you currently employed by Greenlee County?	Yes _____ No _____	If yes,	
Title:	_____	Supervisor:	_____
Have you previously been employed by Greenlee County?	Yes _____ No _____	If yes,	
Title:	_____	Dates of employment	_____

EDUCATION AND TRAINING

SCHOOL TYPE	NAME AND ADDRESS OF SCHOOL	MAJOR	YEARS COMPLETED	DIPLOMA DEGREE
Elementary School				
High School				
College(s)				
Universities				
Other (Specify)				

Additional training, licenses, certifications or similar items you wish to be considered in evaluating your qualifications:

List any other skills you feel are relevant to the position which you wish to have considered:

Should the position require driving, can you provide a current drivers license with the proper endorsements?

Yes _____ No _____

If yes, Type _____ Expiration date _____ State _____

ADDITIONAL INFORMATION

Can you provide proof of the right to work in the United States if selected for this position?

Yes _____ No _____

Note: Successful applicants will be required to present documentary proof of legal right to work in the United States as required by the Immigration Reform and Control Act of 1986.

Are you in any way related (blood, marriage, adoption, etc.) to any current employee of Greenlee County?

Yes _____ No _____ If yes, give names of such individuals _____

At any time during the last ten (10) years, have been convicted, pled guilty or entered a plea of no contest to any felony or misdemeanor (including driving under the influence)? Yes _____ No _____

If yes please explain: _____

Note: Answering yes to this question does not constitute an automatic bar to employment.

REFERENCES

Please provide three professional references, not related to you, who have knowledge of your work history, abilities, and skills.

Name	Title	Employer	Phone #
1.			
2.			
3.			

EMPLOYMENT HISTORY

Beginning with your most recent employer, list each of your former employers. Include any part-time or volunteer experience. If you held more than one position with an employer, list each position separately. If additional space is needed, attach separate sheets of plain white paper and include all of the information requested. NOTE: Do not attach a resume in lieu of completing this section unless your resume includes all information required here and in the format shown. Failure to follow this instruction will render your application incomplete.

May we contact your present employer? Yes _____ No _____

Starting date	Ending date	Starting Salary	Ending Salary	Hrs per week
Previous Employer Name			Phone	
Address			Your Title	
Supervisor (Name)		Reason for leaving		
Duties (be specific)				

Starting date	Ending date	Starting Salary	Ending Salary	Hrs per week
Previous Employer Name			Phone	
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Previous Employer Name			Phone	
Address			Your Title	
Supervisor (Name)		Reason for leaving		
Duties (be specific)				

**VERIFICATION OF INFORMATION INCLUDED IN APPLICATION, AUTHORIZATION TO
RELEASE INFORMATION AND RELEASE FROM LIABILITY.**

READ THIS SECTION CAREFULLY BEFORE SIGNING!

The information set forth in this application is true and complete. I understand and agree that any false or misleading information and/or omission of information in completing this application may constitute cause for removal of my application from the selection process or, if already employed, constitute grounds for my dismissal.

Greenlee County has my permission to contact my previous employers and academic institutions attended and take such other investigative steps as may reasonably be deemed necessary by Greenlee County to verify the information supplied in my application and determine my initial and on-going suitability for employment. Greenlee County, its officers and agents are hereby released from liability arising from such investigation. All individuals and institutions contacted are hereby authorized to release to Greenlee County, its Officers and Agents, such information as may be requested. Individuals and/or institutions releasing information as provided here are released from liability arising from the information released.

I understand and agree that, if not selected for employment by Greenlee County, all information used in the selection process, including this application and all related materials shall remain the sole and exclusive property of Greenlee County.

I understand that, should I be selected for employment by Greenlee County, my employment may be terminated at any time by myself or Greenlee County as provided for by current and any future policies now in force or which may from time to time be adopted by the Board of Supervisors. I further understand that nothing in this section shall in any way restrict the right of the Board of Supervisors to modify or eliminate any term or condition of employment with or without notice.

By my signature here, I attest that I have read the above statements, understand, accept and agree to the conditions imposed thereby and will abide by same if considered for employment or actually employed by Greenlee County.

Signature _____

Date _____