

BARTON COUNTY COURTHOUSE

Application for Employment



Barton County Courthouse is an equal employment opportunity employer. The Municipality adheres to a policy of making employment decisions without regard to race, color, religion, gender, sexual orientation, national origin, citizenship, age, disability, or any other protected classes. Barton County Courthouse assures you that your opportunity for employment with this Municipality depends solely on your qualifications.

Name: \_\_\_\_\_ Date: \_\_\_\_\_
Last First Middle

Address: \_\_\_\_\_
Number Street City State Zip Code

How long at present address? \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Cellphone: (\_\_\_\_\_) \_\_\_\_\_

Position applying for: \_\_\_\_\_ Salary desired: \_\_\_\_\_

Employment desired: [ ] Full-Time Only [ ] Part-Time Only [ ] Full or Part-Time

How many hours can you work weekly? \_\_\_\_\_ Can you work long hours, if necessary? \_\_\_\_\_

Are you willing to travel? \_\_\_\_\_ Date available to begin work. \_\_\_\_\_

Are you authorized to work in the United States [ ] Yes [ ] No

Ever pled guilty or "no contest" to, or been convicted of, a felony? [ ] Yes [ ] No

If yes, please give details:

Three horizontal dashed lines for providing details.

Note: Answering "Yes" to the question above does not constitute an automatic bar from employment. Factors such as age, time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account. (Do not include minor traffic infractions, and convictions for which the record has been sealed or expunged, any conviction for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed, referrals to and participation in any pre-trial or post-trial diversion programs.

I understand that if this position requires a valid driver's license, I will have to provide proof of a valid driver's license when offered employment. [ ] Yes [ ] No

Table with 5 columns: Type of School, Name of School, Location (Complete mailing address), Number of Years Completed, Major & Degree. Rows include High School, College, and Business/Trade School.

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Please list (2) two **professional** references. Previous or current supervisors, rather than co-workers, are preferred.

Name: \_\_\_\_\_  
Position/Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: (\_\_\_\_\_) \_\_\_\_\_  
E-mail: \_\_\_\_\_

Name: \_\_\_\_\_  
Position/Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: (\_\_\_\_\_) \_\_\_\_\_  
E-mail: \_\_\_\_\_

Please list (2) two **personal** references other than relatives or previous employers.

Name: \_\_\_\_\_  
Position/Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: (\_\_\_\_\_) \_\_\_\_\_  
E-mail: \_\_\_\_\_

Name: \_\_\_\_\_  
Position/Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: (\_\_\_\_\_) \_\_\_\_\_  
E-mail: \_\_\_\_\_

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**Work Experience**

Please list your work experience for the past (5) five years or more, beginning with your most recent job held. If you are/were self-employed, give the business name. Attach additional sheets, if necessary.

**Name of Employer:** \_\_\_\_\_ **Phone:** (\_\_\_\_\_) \_\_\_\_\_

**Address:** \_\_\_\_\_  
Number Street City State Zip Code

**Name of last supervisor:** \_\_\_\_\_ **Your job title:** \_\_\_\_\_

**Supervisor's email** \_\_\_\_\_ **Employment Dates:** From \_\_\_\_\_ To \_\_\_\_\_

May we contact this employer? Yes No

**Reason for leaving (be specific):** \_\_\_\_\_

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

\_\_\_\_\_  
\_\_\_\_\_

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Name of Employer: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_  
Number Street City State Zip Code

Name of last supervisor: \_\_\_\_\_ Your job title: \_\_\_\_\_

Supervisor's email \_\_\_\_\_ Employment Dates: From \_\_\_\_\_ To \_\_\_\_\_

May we contact this employer? Yes No

Reason for leaving (be specific): \_\_\_\_\_

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

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Name of Employer: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_  
Number Street City State Zip Code

Name of last supervisor: \_\_\_\_\_ Your job title: \_\_\_\_\_

Supervisor's email \_\_\_\_\_ Employment Dates: From \_\_\_\_\_ To \_\_\_\_\_

May we contact this employer? Yes No

Reason for leaving (be specific): \_\_\_\_\_

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

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Attached resume Yes  No



## Employment Application Consent Release

### APPLICANT'S STATEMENT & AGREEMENT

In the event of my employment to a position with Barton County Courthouse, I will comply with all rules and regulations. I understand that Barton County Courthouse reserves the right to require me to submit to a test for the presence of drugs in my system prior to employment and at any time during my employment, to the extent permitted by law. I also understand that any offer of employment may be contingent upon the passing of a physical examination. I consent to the disclosure of the results of any physical examination and related tests to Barton County Courthouse. I also understand that I may be required to take other tests such as personality, characteristic, and ethic test(s), prior to employment and during my employment. I understand that should I decline to sign this consent or decline to take any of the above tests, my application for employment may be rejected or my employment may be terminated.

I understand Barton County Courthouse may investigate my driving record and my criminal record. I further understand Barton County Courthouse may contact my previous employers, if I have indicated permission within this application, and I authorize the employers to disclose to Barton County Courthouse all records and information pertinent to my employment with them. I authorize the release of any information regarding my employment, I hereby fully waive any rights or claims I have or may have against my former employers, their agents, employees and representatives, as well as other individuals who release information to Barton County Courthouse, and release them from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me. I authorize the persons named herein as personal references to provide Barton County Courthouse with any pertinent information.

I hereby state that all the information that I provided on this application, or any other documents filled out in connection with my employment, and in any interview is true and correct. I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand that if I am employed and any such information is later found to be false or incomplete in any respect, I may be dismissed. I understand if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 Form in this regard.

If hired, I agree as follows: My employment and compensation is terminable at-will, is for no definite period, and my employment and compensation may be terminated by either Barton County Courthouse or me at any time and for any reason whatsoever, with or without good cause.

This is the entire agreement between Barton County Courthouse and the Employee, and this agreement supersedes any and all prior agreements. Oral representations made before or after you are hired do not alter this Agreement.

If any term or provision, or portion of this Agreement is declared void or unenforceable it shall be severed, and the remainder of this Agreement shall be enforceable. If you have any questions regarding this statement, please ask a company representative before signing. I hereby acknowledge that I have read the above statements and understand the same. My signature below attests that I have read, understood, and agree to be legally bound to all of the above terms.

### DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT & AGREEMENT

Applicant's name (please print): \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for completing this Application for Employment and your interest in Barton County Courthouse.