

Education

	High School	Undergraduate College/University	Graduate/Professional
School Name and Location			
Diploma/Degree			
Course of Study			

Describe any skills, specialized training, apprenticeship, and applicable extra-curricular activities.

List equipment and computer software you can operate.

List construction equipment previously operated if applicable to the position.

References

Give name, address and telephone number of three references who are not related to you and are not previous employers.

1. _____
Name Address Phone
2. _____
Name Address Phone
3. _____
Name Address Phone

Employment Experience

List previous 10 years of employment. Start with your present or last job. Add another sheet if necessary.

1. Employer <hr/>	Dates Employed From / To	Work performed
Address <hr/>		
Telephone number <hr/>	Hourly Rate/Salary Starting / Final	
Job title <hr/>		
Supervisor <hr/>		Reason for leaving
May we contact the employer listed above? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why?		
2. Employer <hr/>	Dates Employed From / To	Work performed
Address <hr/>		
Telephone number <hr/>	Hourly Rate/Salary Starting / Final	
Job title <hr/>		
Supervisor <hr/>		Reason for leaving
May we contact the employer listed above? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why?		
3. Employer <hr/>	Dates Employed From / To	Work performed
Address <hr/>		
Telephone number <hr/>	Hourly Rate/Salary Starting / Final	
Job title <hr/>		
Supervisor <hr/>		Reason for leaving
May we contact the employer listed above? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why?		
4. Employer <hr/>	Dates Employed From / To	Work performed
Address <hr/>		
Telephone number <hr/>	Hourly Rate/Salary Starting / Final	
Job title <hr/>		
Supervisor <hr/>		Reason for leaving
May we contact the employer listed above? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why?		

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. If I wish to be considered for employment beyond this time period, I understand that I need to inquire as to whether or not applications are being accepted at that time

I hereby acknowledge that any employment relationships with Henry County is of an At-Will nature, which means that the employee may resign at any time and that Henry County may discharge at any time with or without cause. I understand that neither this document nor any offer of employment from Henry County constitutes an employment contract unless a specific document to that effect is executed by Henry County and be in writing.

In the event of employment, I understand that false or misleading information given in my application or interview(s) shall be considered sufficient cause for dismissal. I further understand that an incomplete application or an absence of my signature on this application is just cause for rejection of this application. I agree to employment entrance exams, if necessary, at Henry County cost. I understand that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

It is the policy of Henry County to provide equal treatment to all Henry County employees and applicants for Henry County employment without regard to race, color, religion, political affiliation, creed, sex, sexual orientation, national origin or ancestry, age, mental or physical disability, marital status, except as bona fide occupational qualifications may require otherwise. This policy applies to all human resources actions and procedures including, but not limited to: recruitment, selection, training, compensation, benefit programs, promotion, demotion, transfer and termination of employment.

Individuals in need of special accommodations are asked to notify our office in advance.