

**Phelps County
Equal Employment Opportunity Employer**

**Application for Employment
This application is good until the position is filled**

Phelps County assures equal employment opportunity to applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex, age, marital status, pregnancy, mental or physical disability, religion, military status, or any other prohibited basis of discrimination, as provided under applicable state and federal law.

FEDERAL LAW OBLIGATES US TO PROVIDE REASONABLE ACCOMODATION TO THE KNOWN DISABILITIES OF APPLICANTS AND EMPLOYEES, UNLESS TO DO SO WOULD POSE AN UNDUE HARDSHIP. PLEASE FEEL FREE TO LET US KNOW IF YOU NEED AN ACCOMODATION TO COMPLETE THE APPLICATION PROCESS OR TO PERFORM ANY ESSENTIAL ELEMENTS OF POSITION SOUGHT.

Type of Work Desired (CHECK ALL THAT APPLY):

Full-Time Part-Time Regular Temporary

Have you ever been employed here before? Yes No If yes, give date: _____

Have you ever applied here before? Yes No If yes, give date: _____

Applicant's Name (Last, First, Middle Initial): _____

Street Address: _____

City, State, Zip Code: _____

Home/Cell Phone Number: _____ Work Telephone Number: _____

Position Applied for: _____

Work Runs mid May to the End of October – Are You Able to Work during these Months: _____

Do you have a Valid Driver's License?: _____

How did you learn about the job you are applying for? (Be specific as to the source.) _____

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

If hired, you will be required to submit documents sufficient to establish employment authorization and identity in compliance with the Immigration Reform and Control Act of 1986. While you need not provide this proof of citizenship or immigration status at the time you are interviewed, please be prepared to assure us you can do so immediately upon being hired if you receive an offer of employment.

Have you ever been convicted of, pleaded guilty to, pleaded no contest or nolo contendere to, been paroled for, received probation or deferred judgment for, or received a suspended imposition/execution of sentence or judgment for any felony or misdemeanor (other than a minor traffic violation) in any jurisdiction? Yes No

Do you have any pending criminal charges in any jurisdiction (other than a minor traffic violation) that have not yet been fully resolved or disposed of? Yes No

If yes to either question, please provide details (date, jurisdiction, crime involved, disposition, current status, etc.):

(Conviction or pending arrest will not necessarily disqualify you from employment. The recency, severity, and pertinence of the conviction to the job will all be considered.)

EMPLOYMENT HISTORY

Employer: _____ Dates Employed: _____

Employer Address: _____

Supervisor: _____

Reason for Leaving: _____

Employer: _____ Dates Employed: _____

Employer Address: _____

Supervisor: _____

Reason for Leaving: _____

Employer: _____ Dates Employed: _____

Employer Address: _____

Supervisor: _____

Reason for Leaving: _____

APPLICANT'S STATEMENT

These answers are true and complete to the best of my knowledge. I understand that any false, omitted, or misleading information in connection with this application or during the interview process will result in the rejection of my application or termination of my employment if I am hired, regardless of when discovered.

I also understand that any offer of employment may be conditioned upon a health evaluation by a doctor selected by the County to determine whether I can perform the job duties. In addition, I understand a drug or alcohol test may be required, depending on County policy. I authorize the County to make a thorough investigation of my past employment, education, criminal history, job-related activities, and other relevant background information, and I release from all liability all persons, companies, and corporations providing such information, either in writing or orally. I also indemnify this County against any liability that might result from making such investigation.

Additionally, I authorize the County to supply my employment record, in its sole discretion, in whole or in part, to any prospective employer, government agency, or any other party with an interest that the County deems appropriate.

Additionally, I understand that nothing contained in this employment application or in the granting of an interview is intended to create a contract between Phelps County and myself for either employment or for the providing of any benefit arising from employment. No promises regarding employment have been made to me. I understand that if an employment relationship is established, I have the right to terminate my employment at any time and Phelps County retains the same right, regardless of any oral representations to the contrary. Any changes in this "at will" employment relationship must be made in writing and approved by the County Board.

SIGN HERE: _____
Applicant's Signature (Use Ink) Date

NOTE: UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED.