



Answer each of the following questions:

- Yes    No   May we contact you at work? If yes, give the best time to contact you. \_\_\_\_\_  
 Yes    No   Have you ever filed an application here? If yes, give date. \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_.  
 Yes    No   Have you ever been employed here? If yes, give dates. \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ To \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_.  
 Yes    No   Are you eligible to work in this country? (Proof of U.S. citizenship or immigration status will be required upon employment.)  
 Yes    No   Are you related to any Morgan County employee? If yes, Name/Relationship \_\_\_\_\_  
 Yes    No   Can you perform the functions of the job for which you are applying? If no, specify. \_\_\_\_\_  
 Yes    No   Have you ever been fired by any company?  
 If yes, please explain the facts and circumstances in the additional information section on page four.  
 Yes    No   Have you ever been convicted of a felony or a misdemeanor, or have you pled "no contest" to any criminal charges?\*
 If yes, please explain the facts and circumstances in the additional information section on page four.  
 \*Criminal conviction is not an absolute bar to employment, but will be considered in relation to specific job requirements.

**EDUCATIONAL BACKGROUND**

Have you graduated from high school or received a High School Equivalency Diploma?  Yes    No  
 List the names and addresses of schools attended, starting with the most recent:

Name and Location Of School	<u>From</u> Mo/Yr	<u>To</u> Mo/Yr	Degree Received?	Major/Subject Emphasis	Type of Degree/Certification
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		

**Other Education/Training (Vocational, Technical or Other)**

**SKILLS AND QUALIFICATIONS**

Please list any additional skills which may assist you in performing the job for which you are applying.

**EMPLOYMENT HISTORY**

Begin with your present or most recent job and describe all periods of employment, such as paid (full or part-time), volunteer (full or part-time), self-employment, and/or military service. Account for your time during any intervals of unemployment, other than when attending school, in the additional information section on page four.

**Note: Complete All Sections Of This Application. Do Not Use "See Resume."**

Employer	Job Title
Mailing Address	City, State, Zip
Supervisor's Name and Title	Telephone
Dates Employed From:                      To:	<input type="checkbox"/> Full Time      Hours per week      Final Pay Rate <input type="checkbox"/> Part Time
	May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later
Your Job duties (be specific)	Reason for leaving

Employer	Job Title
Mailing Address	City, State, Zip
Supervisor's Name and Title	Telephone
Dates Employed From:                      To:	<input type="checkbox"/> Full Time      Hours per week      Final Pay Rate <input type="checkbox"/> Part Time
	May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later
Your Job duties (be specific)	Reason for leaving

Employer	Job Title
Mailing Address	City, State, Zip
Supervisor's Name and Title	Telephone
Dates Employed From:                      To:	<input type="checkbox"/> Full Time      Hours per week      Final Pay Rate <input type="checkbox"/> Part Time
	May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later
Your Job duties (be specific)	Reason for leaving

--	--



I have read the instructions and application policies section on page 1 of this application. (Please initial here) \_\_\_\_\_

I certify that the information in this application is true and correct to the best of my knowledge and I understand that any misrepresentations, falsifications or omissions of information will result in my disqualification from consideration for employment or, if employed my dismissal. I understand that this application is not a contract, offer, or promise of employment. *I have read, understand, and agree to this statement.* (please initial here). \_\_\_\_\_

I give Morgan County the right to investigate all information on this application and to secure private or confidential information about me, if job related. I authorize all persons, schools, companies, corporations, credit bureaus and law enforcement agencies to supply any information concerning my background. I hereby release all such parties from any liability that may result from furnishing this information to Morgan County. I also release from liability Morgan County and its representatives for seeking information concerning my background. *I have read, understand, and agree to this statement.* (please initial here) \_\_\_\_\_

I understand that Morgan County has a commitment to maintain an alcohol and drug-free workplace. I further understand and agree that if I am employed, I may be required to submit to alcohol / drug testing under certain circumstances during my employment. *I have read, understand, and agree to this statement.* (please initial here) \_\_\_\_\_

Applicant's signature	Date
-----------------------	------