

LINCOLN COUNTY
APPLICATION FOR EMPLOYMENT



INSTRUCTIONS FOR COMPLETING APPLICATION FOR EMPLOYMENT

- Read the complete job posting before filling out this application.
- Download the application and type responses.
- A resume does not replace any section of this application.
- Supplemental documents such as a resume, cover letter, or other documents may be required by the hiring department. Please see the job description for the documents required for your application.
- This application must be completed in full, along with any other required documents to be considered for employment.
- Please see the job description for inquiry and submission information.
- All statements are subject to verification.
- Keep a copy of your completed application and attachments as they will not be returned.
- All application materials must be received by the department of interest by the closing date/time of the recruitment applied for to be eligible for consideration; no postmarks will be accepted.

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

EQUAL OPPORTUNITY EMPLOYER

Position Applied For:	Department:
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APPLICANT INFORMATION

Last Name:	First Name:	Middle Name:
Mailing Address:	City:	State: Zip:
Phone Number:	Email Address:	

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No
 If yes, provide date:

Have you ever been employed with us before? Yes No
 If yes, provide date:

Are you currently employed? Yes No

May we contact your present employer? Yes No

On what date would you be available for work?

Type of work desired?

Can you travel if a job requires it? Yes No

Have you been convicted of a felony within the last 7 years? Yes No
Conviction will not necessarily disqualify an applicant from employment.

If yes, please describe:

Are you able to meet all the requirements of the position you are applying for? Yes No

If no, please describe:

EMPLOYMENT & RELEVANT EXPERIENCE

List experiences in reverse chronological order (most current experience first).

<i>Employer:</i>	<i>Start Date:</i>	<i>End Date:</i>
<i>Address:</i>		
<i>Job Title:</i>	<i>Supervisor:</i>	
<i>Duties:</i>		
<i>Reason for Leaving:</i>		

<i>Employer:</i>	<i>Start Date:</i>	<i>End Date:</i>
<i>Address:</i>		
<i>Job Title:</i>	<i>Supervisor:</i>	
<i>Duties:</i>		
<i>Reason for Leaving:</i>		

<i>Employer:</i>	<i>Start Date:</i>	<i>End Date:</i>
<i>Address:</i>		
<i>Job Title:</i>	<i>Supervisor:</i>	
<i>Duties:</i>		
<i>Reason for Leaving:</i>		

If you need additional space, please continue on a separate sheet of paper.

Please list any professional, trade, business, or civic activities and offices held.

EDUCATION & TRAINING

	High School	Technical or Community College	College or University	Graduate or Professional
School Name & Location				
Years Completed				
Diploma/Degree				
Describe any specialized training, apprenticeship, skills, etc.				
State any additional information you feel may be helpful to us in considering your application.				

Special Skills & Qualifications

Summarize job-related skills and qualifications acquired from educational training/background, prior employment or other experience.

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REFERENCES

Provide the name, address, and telephone number of three references who are not related to you.

	Name	Address	Phone Number	Relationship
1.				
2.				
3.				

ATTESTATION

All of the information I have provided in this application and in any attachments or supporting documents is true, correct, and complete. I understand that if I have provided false or incomplete statements, it will be justification for termination or refusal of employment. I understand that reference checks and/or job-related background checks may occur and I release Lincoln County, all employers, all those that provide background information and all references (except as noted above) from any and all liability and/or damages for receiving or releasing information.

Proof of citizenship or immigration status will be required upon employment.

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Digital Signature or Typed Name of Applicant

Date