

# APPLICATION FOR EMPLOYMENT MADISON COUNTY ENGINEER'S OFFICE

The Madison County Engineer 's Office is an equal employment opportunity employer that complies with the Civil Rights Act, the Americans With Disabilities Act and other legislation which prohibits discrimination in employment because of race, color, sex, religion, national origin, age, genetic information, or physical and mental disability. Any applicant who feels that he or she has been discriminated against in this manner is encouraged to report the facts and circumstances immediately to the Engineer.

**Instructions:** Your interest in employment with our Office is appreciated. This application is the initial step in the selection process and it will help the Engineer assess your qualifications, work history, experience and training. You must complete this application, in full, to be considered for employment. If you have a resume, you may attach it to this application form, however, you must still complete this application form. If there is insufficient space available to adequately provide the information requested, you may use an additional paper and attach it to the back of this form. Please write legibly. If you need assistance completing this form because of a disability, please request that the Engineer provide someone to assist, or you may request that we consider some other reasonable accommodation that does not create an undue hardship on the Engineer's Office.

## Information About You

Name: \_\_\_\_\_ Date of Application: \_\_\_\_/\_\_\_\_/\_\_\_\_

Home Phone Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_ Cell Phone Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Personal E-mail Address: \_\_\_\_\_

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

Are you over 18 years old? Yes \_\_\_\_ No \_\_\_\_ Are you eligible to be employed in the United States? Yes \_\_\_\_ No \_\_\_\_

If you are hired, you'll be required to provide proper identification and verification of your employment eligibility.

Do you have other employment that will continue if you are hired? Yes \_\_\_\_ No \_\_\_\_

If yes, list the nature of the secondary employment? \_\_\_\_\_

## Your Employment History

### Present Or Most Recent Employer

Name of the Company or Organization: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Your Supervisor's Name & Job Title: \_\_\_\_\_

Dates Employed: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Are you still employed with this employer? Yes \_\_\_\_ No \_\_\_\_

Your Pay Rate: \_\_\_\_\_ List bonus amounts, incentives or other income received from this employer: \_\_\_\_\_

Reason[s] for Leaving:

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

May we contact this employer for a job reference? Yes \_\_\_\_\_ No \_\_\_\_\_

Your Job Title: \_\_\_\_\_

Briefly Describe Your Job Duties:

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

**Next Most Recent Employer**

Name of the Company or Organization: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Your Supervisor's Name & Job Title: \_\_\_\_\_

Dates Employed: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Are you still employed with this employer? Yes \_\_\_ No \_\_\_

Your Pay Rate: \_\_\_\_\_ List bonus amounts, incentives or other income received from this employer: \_\_\_\_\_

Reason[s] for Leaving:

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

May we contact this employer for a job reference? Yes \_\_\_\_\_ No \_\_\_\_\_

Your Job Title: \_\_\_\_\_

Briefly Describe Your Job Duties:

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List all other employers for whom you have been employed and the dates of your employment:

<u>Name of Organization</u>	<u>Dates Employed</u>
_____	____/____/____ to ____/____/____
_____	____/____/____ to ____/____/____

**Your Education and Training**

Circle the last year of formal education completed:

0 1 2 3 4 5 6 7 8 9 10 11 12      1 2 3 4 5 6 7 8      1 2 3 4  
Primary Education      College      Trade School

High School Attended: \_\_\_\_\_ College: \_\_\_\_\_

Trade School: \_\_\_\_\_

List Diplomas, degrees or Certificates Achieved:

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Describe other courses or the training you've received which you feel will help you perform the job for which you are applying.

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Do you currently possess a Commercial Driver's License? Yes \_\_\_\_\_ No \_\_\_\_\_

This information will only be used for hiring purposes if the job for which you are applying requires operation of vehicles or equipment that requires a CDL.

**About The Job For Which You Are Applying:**

Please list the title of the job for which you are applying: \_\_\_\_\_

Do you have reliable transportation to get to and from work? Yes \_\_\_\_\_ No \_\_\_\_\_

You will be given a copy of the job description for the job in which you are applying. Please review the description so that you understand particularly the essential duties and qualifications for the job. Proceed in answering the remainder of questions on this application form.

Are you qualified and can you perform the essential functions of the job? Yes \_\_\_\_\_ No \_\_\_\_\_  
[either with or without a reasonable accommodation]

Do you feel that you need training in any areas to effectively perform the job? Yes \_\_\_\_ No \_\_\_\_

What Hourly Rate or Salary are you expecting? \$ \_\_\_\_\_

Do you want: Full time \_\_\_\_\_ Part-time \_\_\_\_\_ Temporary \_\_\_\_\_ Anything \_\_\_\_\_

If hired, when will you be available to work? \_\_\_\_\_

List any scheduling restrictions:

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List below any certifications, licenses, training or abilities that you feel will help you perform the job,

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List all job equipment [listed on the description] which you are qualified to operate:

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### Applicant Understanding and Acknowledgment

This application will remain on file with the Engineer for a period limited to 90 days following the date of its submission. No unsigned application will be further considered for employment.

By signing below, I hereby verify that all of the information I've provided is complete, truthful and accurate to the best of my knowledge. I understand that any misrepresentation or omission of pertinent facts is cause for disqualifying me from further consideration in the employment selection process. If I am hired, and the Engineer on is inaccurate or incomplete, I understand that this may be sufficient cause for me to be separated from employment.

I understand and acknowledge that this application and employment with the Engineer's Office is not, and is not intended to be a contract of employment. I further understand that as a condition of employment, I must comply with the Engineer's policies and other work rules, and perform job duties and responsibilities to the expected performance standards.

I understand that as a public agency, this application and most employment records are lawfully public records and the Engineer is required to disclose such records to any party upon request.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Applicant's Signature Date