



Mora County Employment Application

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, ancestry, age, marital, or veteran status, or the presence of a medical condition or disability unless a bona fide occupational qualification for position. This application is intended for use in evaluating your qualifications for employment. This is not an employment contract.

Mora County will conduct a drug screening, background and Motor Vehicle Record Driver's License check prior to employment.

INSTRUCTIONS FOR COMPLETING THIS APPLICATION

The completion of this application represents your ability to provide written communication and follow directions. Incomplete or illegible applications will not be processed.

If high school/GED or college education is required, attach a copy of diploma, degree or appropriate transcripts to each application. Type or print in dark ink. Copies are acceptable if each is clear, has an original signature, correct job title and contains required attachments. Read recruitment announcement carefully for the position for which you are applying. Note the skills and knowledge required for the position and assure that you meet the minimum qualifications set forth on that announcement. Carefully complete each block of the Employment History section to fully describe your work or volunteer experience. Your qualification for a position will depend on your description of previous experience and its relevance to the position you are seeking. You are encouraged to include a resume with your application.

THE SELECTION PROCESS

Upon the closing date of the announcement, the Human Resources Coordinator will review all applications received to determine if applicants meet the minimum qualifications for the position. Applicants are then called in for an interview.

Mora County is an Equal Opportunity Employer



PERSONAL INFORMATION

Name: Last	First	Middle Initial	Social Security Number	Today's Date
Physical Address			Date of Birth	
Mailing Address			Phone Number (best contact number)	
City		State	Zip Code	
Have you ever used a different name <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, what was the different name.		Have you ever filed an application with Mora County before? If yes, give date. <input type="checkbox"/> YES <input type="checkbox"/> NO		
Email Address				
What position(s) are you applying for			Are you Currently Employed	
Date available for employment:	Employment Desired <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME		May we contact present or previous employers? <input type="checkbox"/> YES <input type="checkbox"/> NO	

EDUCATION

What is the highest grade level you completed			
Name of High School and location	From month/year	To month/year	Certificate (GED) or diploma received
Name of Vocational Technical Institute and location	From month/year	To month/year	Certificate, diploma or degree received
Name and location of College or University	From month/year	To month/year	Certificate, diploma or degree received
Other			

JOB RELATED SKILLS

Check the appropriate boxes if you	SPEAK	READ	WRITE	Provide Driver's license information below: (REQUIRED)			
	ENGLISH.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DL#	TYPE	STATE
	SPANISH.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	NAVAJO.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you have any current moving violations?		
	AMERICAN INDIAN DIALECT...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> YES <input type="checkbox"/> NO Please describe:		
AMERICAN SIGN LANGUAGE...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

List any other skills, licenses or certificates that may be job related or that you feel would be of value to this job:

WORK EXPERIENCE

Name of last or present employer:	Address:	City:	State:
Supervisor Name:	Phone:		

Employed: From month/year To month/year:	Rate of Pay	No. of hours per week:
	Starting rate: per Final rate per	

List detailed job duties and responsibilities:

Name of previous employer:	Address:	City:	State:
Supervisor Name:	Phone:		

Employed: From month/year To month/year:	Rate of Pay	No. of hours per week:
	Starting rate: per Final rate per	

List detailed the job duties and responsibilities:

Name of subsequent employer:	Address:	City:	State:
Supervisor Name:	Phone:		

Employed: From month/year To month/ year:	Rate of Pay	No. of hours per week:
	Starting rate: per Final rate per	

List detailed job duties and responsibilities:

PROFESSIONAL REFERENCES

Name:	Occupation:	Address:	Telephone number:
Name:	Occupation:	Address:	Telephone number:
Name:	Occupation:	Address:	Telephone number:

Comments:

CERTIFICATION AND RELEASE

I certify that I have read and understand the applicant note on page one of this form and that the answers given by me to the foregoing questions and the statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions or misrepresentations of facts called for in this application may result in rejection of my application or discharge at any time during my employment. I authorize the County and/or its agents, including consumer reporting bureaus, to verify any of this information including, but not limited to, criminal history and motor vehicle driving records. I authorize all persons, schools, companies and law enforcement authorities to release any information concerning my background and hereby release any said persons, schools, companies, and law enforcement authorities from any liability for any damage whatsoever for issuing this information. I also understand that the use of drugs is prohibited during employment. I am willing to submit to drug testing to detect the use of drugs prior to and during employment.

Signature:

Date: