



Fillmore County Development Corporation

Application for Employment

This application is good for 30 days or until the position is filled.

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

Street Address: _____

City, State, Zip Code: _____

Home Telephone Number: _____ Work Telephone Number: _____

Position Applied For: _____ Date Available for Work _____

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

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 filed an application here before? ☐ Yes ☐ No If yes, give date: _____

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 that 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 RECORD

List below the positions you have held, starting with your present employment. If more than one position or classification has been held with a given organization, list each position or classification as a separate period of employment. Under "Specific Duties," describe clearly the tasks you performed and the nature of your supervisory, technical, or other responsibilities. Please be complete. Your employment history may be verified by contacting previous employers unless you request otherwise. Volunteer, military, or unpaid experience will be evaluated in the same manner as paid employment and should be entered in the same manner. If you need more space, attach a separate sheet of paper. Please exclude organization names that indicate, for example, race, color, religion, sex, disability, or national origin.

| Employment Information | Description of Duties |
|---|--|
| Employer/Kind of Business | Position Title |
| Street Address | Specific Duties |
| Immediate Supervisor/Title | Telephone Number |
| Dates of Employment (Month/Year) From: _____ To: _____ | Hourly Rate/Salary Starting: _____ Final: _____ |
| Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/> | |
| Reason for Leaving | |
| Employment Information | Description of Duties |
| Employer/Kind of Business | Position Title |
| Street Address | Specific Duties |
| Immediate Supervisor/Title | Telephone Number |
| Dates of Employment (Month/Year) From: _____ To: _____ | Hourly Rate/Salary Starting: _____ Final: _____ |
| Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/> | |
| Reason for Leaving | |
| Employment Information | Description of Duties |
| Employer/Kind of Business | Position Title |
| Street Address | Specific Duties |
| Immediate Supervisor/Title | Telephone Number |
| Dates of Employment (Month/Year) From: _____ To: _____ | Hourly Rate/Salary Starting: _____ Final: _____ |
| Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/> | |
| Reason for Leaving | |

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| Employer/Kind of Business | Position Title |
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| Dates of Employment (Month/Year) From: _____ To: _____ | Hourly Rate/Salary Starting: _____ Final: _____ |
| Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/> | |
| Reason for Leaving | |

EDUCATION/SKILLS RECORD

Please list education or specialized experience that relates to the position(s) for which you are applying. Exclude names or terms that indicate, for example, race, color, religion, sex, disability, or national origin.

Circle Highest Grade Completed: 6 7 8 9 10 11 12

College: 1 2 3 4 5 ____ Did You Graduate? ____ Yes ____ No

| Post- High School | Name of School | From | To | Major | Degree Type |
|--------------------|----------------|------|----|-------|-------------|
| College/University | | | | | |
| Graduate School | | | | | |

If required by the job you have applied for, have you had training/course work or experience in (please check those that apply):

- ☐ Typing
 ☐ Word Processing
 ☐ Data Entry
 ☐ PC/Computer Terminal
☐ Calculator/Adding Machine
 ☐ Dictation Equipment
 ☐ Shorthand/Speedwriting

Please list any other types of equipment you can operate or skills you possess, which you feel would be an asset in the position for which you are applying: _____

LICENSES AND CERTIFICATES

If a license, certificate, or other authorization to practice a trade or profession is required for the position for which you are applying, complete the following questions:

| | |
|-----------------------------|--------------------|
| Name of Trade or Profession | License Number |
| Granted by | City and/or State |
| Specialty | Licensed From: To: |

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 rejection of my application or termination of my employment if I am hired, regardless of when discovered.

I authorize the Fillmore County Development Corporation 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 the Fillmore County Development Corporation against any liability that might result from making such investigation.

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

SIGN HERE

Applicant's Signature

Date

NOTE: UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED.