

# TELLER COUNTY EMPLOYMENT APPLICATION

Teller County is an Equal Opportunity Employer. It does not discriminate in hiring on the basis of race, color, religion, gender, national origin, disability, veteran status or status in any other protected group. No question on this application is intended to be used for such discrimination.

Position Desired \_\_\_\_\_ Date Available \_\_\_\_\_

Resumes and other documents may be attached to this application. However, **ALL** candidates must answer **ALL** questions and complete **ALL** portions of this application to be considered for a position with Teller County. **(PLEASE PRINT)**

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Last First Middle

How did you find out about the job which you are applying for? Newspaper \_\_\_\_\_ Web Page \_\_\_\_\_  
Building Posting \_\_\_\_\_ Other \_\_\_\_\_ (Please check one)

Have you worked under another name? Yes \_\_\_\_\_ No \_\_\_\_\_ Name \_\_\_\_\_

Physical  
Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone (Home): \_\_\_\_\_ (Other) \_\_\_\_\_ (e-mail) \_\_\_\_\_

Check Employment Desired: Full-Time ( ) Part-Time ( ) Temporary ( )  
Days Available: Mon ( ) Tues ( ) Wed ( ) Thurs ( ) Fri ( ) Other ( )  
Hours Available: \_\_\_\_\_

Are you:

( ) Yes ( ) No

A past employee of Teller County?  
Dates \_\_\_\_\_?

Department \_\_\_\_\_?

( ) Yes ( ) No

18 years of age or older?

( ) Yes ( ) No

Able to prove that you are authorized to work in the United States?

( ) Yes ( ) No

Willing to work overtime when it is required?

( ) Yes ( ) No

Willing to undergo a physical examination, drug or alcohol test, or other test, if offered a County job?

( ) Yes ( ) No

Able to perform the essential functions listed on the applicable job description?

( ) Yes ( ) No

Have you ever been convicted of a crime, other than a traffic violation? (Convictions are not an automatic disqualification from employment.) If "Yes", list dates, offenses and convictions below.

1. \_\_\_\_\_

2. \_\_\_\_\_

## EDUCATION AND TRAINING:

HIGH SCHOOL (circle years completed) ( 1 ) ( 2 ) ( 3 ) ( 4 ) GED ( ) Diploma ( ) Name & Location:

\_\_\_\_\_

\_\_\_\_\_

State

City

**COLLEGE / TECHNICAL SCHOOLS**

Name & Location: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ State \_\_\_\_\_ City \_\_\_\_\_  
Dates Attended \_\_\_\_\_ Credits Earned \_\_\_\_\_  
Field of Study \_\_\_\_\_ Degree ( ) \_\_\_\_\_ Diploma ( )

Name & Location: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Dates Attended \_\_\_\_\_ Credits Earned \_\_\_\_\_  
Field of Study \_\_\_\_\_ Degree ( ) \_\_\_\_\_ Diploma ( )

Driver's License # \_\_\_\_\_ State Issued \_\_\_\_\_ Class/Type \_\_\_\_\_  
If Commercial Driver's License, list endorsements. \_\_\_\_\_

Other Training or Skills: e.g. Office Machines; Computers; Tools; Light or Heavy Equipment; Machines;  
(Explain and Attach Copies of Certificates) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT HISTORY**

List ALL employment positions you have held for the past ten (10) years, beginning with your current or most recent job and working backwards. ALL information requested in this section must be furnished, including explanations of gaps in time. Be reminded that resumes may be attached as a supplement to this information, but not as a replacement.

**(1) Present / Last Employer:** \_\_\_\_\_  
Address \_\_\_\_\_ City / State \_\_\_\_\_  
Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Job Title \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_  
Essential Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

End Salary / Wage \_\_\_\_\_ May we contact employer? Yes ( ) No ( )  
Reason for Leaving: Retired ( ), Resigned ( ), Asked to Resign ( ), Laid Off ( ), Discharged ( ), Quit ( ), Other ( ). Explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(2) Employer:** \_\_\_\_\_  
Address \_\_\_\_\_ City / State \_\_\_\_\_  
Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Job Title \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_  
Essential Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

End Salary / Wage \_\_\_\_\_ May we contact employer? Yes ( ) No ( )  
Reason for Leaving: Retired ( ), Resigned ( ), Asked to Resign ( ), Laid Off ( ), Discharged ( ), Quit ( ), Other ( ). Explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT HISTORY (CONTINUED)**

**(3) Employer:** \_\_\_\_\_  
Address \_\_\_\_\_ City / State \_\_\_\_\_  
Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Job Title \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_  
Essential Duties: \_\_\_\_\_

End Salary / Wage \_\_\_\_\_ May we contact employer? Yes ( ) No ( )  
Reason for Leaving: Retired ( ), Resigned ( ), Asked to Resign ( ), Laid Off ( ), Discharged ( ), Quit ( ), Other ( ). Explain \_\_\_\_\_

**(4) Employer:** \_\_\_\_\_  
Address \_\_\_\_\_ City / State \_\_\_\_\_  
Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Job Title \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_  
Essential Duties: \_\_\_\_\_

End Salary / Wage \_\_\_\_\_ May we contact employer? Yes ( ) No ( )  
Reason for Leaving: Retired ( ), Resigned ( ), Asked to Resign ( ), Laid Off ( ), Discharged ( ), Quit ( ), Other ( ). Explain \_\_\_\_\_

(If more space is needed, please ask for additional paper and attach to application.)

**VETERAN STATUS**

Branch of Service \_\_\_\_\_ Honorable Discharge Yes ( ) No ( ) Dates of Service - From \_\_\_\_\_ To \_\_\_\_\_ (Please submit a copy of your DD214 - Veteran's Discharge)

