



APPLICATION FOR EMPLOYMENT

COUNTY OF HERTFORD

An Equal Opportunity Employer

The County of Hertford maintains the policy of providing equal employment opportunities for all persons regardless of race, color, religion, sex, national origin, handicap, age, political affiliation, or any other non-merit factor.

1. Position(s) applied for

Date

2. Print Name

Last Four of SSN #

(Last)

(First)

(Middle)

3. Permanent Address

Bus.

Res.

(Street & No. or R.F.D.)

City

(State & Zip)

(Phone Numbers)

4. Present Address

Bus.

Res.

(If different from Permanent)

(Street & No. or R.F.D.)

City

(State & Zip)

(Phone Numbers)

EDUCATIONAL RECORD

Elementary * or High School	Name	Location	Ending Date		Check highest school year completed						
			Month	Year	1	2	3	4	5	6	

Did you either graduate from high school or pass the High School Equivalency Test?

Yes
Years/Months

No

Attended

7 8 9 10 11 12

Education Beyond High School	Name and Location	FROM	TO	Years Completed	Credit Hours	Did You Graduate?	Degree or Diploma and Year Received	Major Subject
* College or University								
* Graduate or Professional								
* Other Education, Internship, etc.								

6. List fields of work for which you are licensed, registered, or certified, giving date(s) and source(s) of issuance.

7. List typing and shorthand skills, machines you can operate, and other skills in which you are proficient.

8. If the position applied for calls for specific courses, indicate courses and credits received.

9. **EMPLOYMENT RECORD** - Answer questions for each period of employment. Failure to give complete information may result in rejection of your application. Begin with your present or last position. If more space is needed, use a continuation sheet.

A. Title of present or last position

Starting salary

Last salary

Date employed	
Date separated	
Full-time Years/Months	
Part-time Years/Months	
If Part-time, number of hours worked per week	

Name and title of supervisor

No. employees supervised by you

Employer

Address

Duties

Reason for leaving

May we inquire of this employer about your character and qualification?

Yes

No



CONTINUATION SHEET APPLICATION FOR EMPLOYMENT

B. Title of next to last position

Starting salary

Last salary

Date employed	
Date separated	
Full-time Years/Months	
Part-time Years/Months	
If Part-time, number of hours worked per week	

Name and title of supervisor

No. employees supervised by you

Employer

Address

Duties

Reason for leaving

May we inquire of this employer about your character and qualification?

Yes

No

C. Title of next position

Starting salary

Last salary

Date employed	
Date separated	
Full-time Years/Months	
Part-time Years/Months	
If Part-time, number of hours worked per week	

Name and title of supervisor

No. employees supervised by you

Employer

Address

Duties

Reason for leaving

May we inquire of this employer about your character and qualification?

Yes

No

D. Title of next position

Starting salary

Last salary

Date employed	
Date separated	
Full-time Years/Months	
Part-time Years/Months	
If Part-time, number of hours worked per week	

Name and title of supervisor

No. employees supervised by you

Employer

Address

Duties

Reason for leaving

May we inquire of this employer about your character and qualification?

Yes

No

10. REFERENCES: Other than relatives, who are in a position and willing to certify to your character, ability, experience and qualification for the position. Submit address, phone and email.

(A) Name

(B) Name

(C) Name

11. Have you ever been convicted of violation of any law (Other than minor traffic violation)? If yes, explain

Yes

No

CERTIFICATE OF APPLICANT

I HEREBY CERTIFY THAT ALL ANSWERS AND STATEMENTS IN THIS APPLICATION ARE TRUE. I AM AWARE THAT SHOULD INVESTIGATION DISCLOSE MISREPRESENTATION OR FALSIFICATION, I MAY BE DISMISSED.

Date

Applicant's Signature