

Application for Employment



CDL DRIVERS MUST ALSO COMPLETE THE CDL DRIVER APPENDIX I

Due to the volume of applications received, only those selected for interviews will be contacted

PLEASE BE SURE TO ATTACH A RESUME IF AVAILABLE

Personal Information

Name

Address	City	State	Zip
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Phone number	Email address
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Are you legally eligible to work in the US? Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you a veteran? Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, Please give dates of enlistment, branch and type of discharge
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Have you ever been dismissed or forced to resign from a position? Yes No

If you possess any license (other than Driver's license) please state:

Position

Position you are applying for	Available start date	Today's Date
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Are you able to perform all the functions of the job for which you are applying with or without accommodation?

Yes, without accommodation

Yes, with accommodation

No

If you indicated you can perform all of the functions with an accommodation, please explain how you would perform the tasks and with what accommodation:

Education

School name	Location	Degree received	Major

References (business and professional only)

Name	Title	Company	Phone

Employment History

Employer (1)	Job title		Dates employed
Work phone	Job Duties		
Address	City	State	Zip
			Reason for Leaving
Employer (2)	Job title		Dates employed
Work phone	Job Duties		
Address	City	State	Zip
			Reason For Leaving
Employer (3)	Job title		Dates employed
Work phone	Job Duties		
Address	City	State	Zip
			Reason For Leaving
Other: If applicable	Typing Speed (words per minute)		
What office machines/equipment have you used?			

May we contact your most recent employer to discuss position held, duties performed, most current salary and reason for leaving?

Yes

No

If yes, provide contact name & phone number

Signature Disclaimer

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my employment being terminated. I also understand that the County is required to provide information regarding my application for employment history to federal and state agencies for use in any employment related investigations and inquiries

By signing below, I hereby certify that all entries and attachments to this application are true and complete to the best of my knowledge. I understand that all information on this application is subject to verification and I consent to contacting references and former employers for employment consideration. I agree and understand that any intentional or unintentional falsification, including not answering specific questions, regardless of time of discovery, may result in termination of my employment with Pulaski County.

Name (please print)

Signature

Date

Employment with Pulaski County is at will unless otherwise stated in a written agreement signed by the County Administrator. This means that either the County or the employee can terminate the employment at any time for any reason, with or without notice.

Special Instructions to Applicants Per the Pulaski County Personnel Policy

Background Check Statement Disclaimer - The selected candidate's offer is contingent upon the successful completion of a criminal background investigation, which may include: fingerprinting, local agency checks, employment verifications, educational verifications, credit checks (relative to employment). Some positions require the completion of the Commonwealth's Statement of Economic Interest.

Drug Screen Check Statement Disclaimer - The selected candidate's offer is contingent upon the successful completion of a drug and alcohol screening process with verifications conducted through a Medical Review Officer (MRO). CDL Drivers must meet all requirements of the Federal Motor Carrier Safety Administration as it relates to employment with Pulaski County.

DMV Driving Record Check Disclaimer - In order to reduce crashes, claims and better protect our employees and the community, applicants that could potentially operate a Pulaski County vehicle will be required to undergo a DMV driving record check.

EEO Statement - Pulaski County welcomes applications from people of all backgrounds and recognizes the benefits of a diverse workforce. Therefore, Pulaski County is committed to providing a work environment free of discrimination and harassment. Employment decisions are based on business needs, job requirements and individual qualifications. We prohibit discrimination and harassment on the basis of race, color, religion, sex, national origin, age, sexual orientation, mental or physical disabilities, political affiliation, veteran status, gender identity or other non-merit factors.

ADA Statement - Pulaski County is an Equal Opportunity Employer (EOE) and Affirmative Action Employer. In compliance with the Americans with Disabilities Act (ADA and ADAA), Pulaski County will provide if requested, reasonable accommodation to applicants in need of access to the application, interviewing and the selection process. Please contact the Department of Human Resources, 540-994-2406 for assistance.

I-9 Requirement - You will be required to complete an I-9 form to verify your identity and confirm you are authorized for employment in the United States as well as provide documentation of your identity for employment purposes.