

BROOKE COUNTY APPLICATION FOR EMPLOYMENT

Instructions: Type or print legibly in ink to complete application. Be careful to fill all spaces of the application form and/or specify not applicable (N/A) if necessary. If any information is missing, your application may be rejected. All information will be treated confidentially. Use attachments where necessary. Brooke County is an equal opportunity employer.

POSITION APPLIED FOR: _____

NAME _____ SOCIAL SECURITY # _____ / _____ / _____
LAST FIRST MI

LIST ANY OTHER NAMES USED _____

HOME TELEPHONE (_____) _____ - _____ OTHER TELEPHONE (_____) _____ - _____

CURRENT ADDRESS _____
NUMBER AND STREET CITY STATE ZIP CODE

LIST ALL PREVIOUS ADDRESSES USED IN LAST 10 YEARS

NUMBER AND STREET	CITY	STATE	ZIP CODE
NUMBER AND STREET	CITY	STATE	ZIP CODE
NUMBER AND STREET	CITY	STATE	ZIP CODE

EDUCATION

Do you have a high school diploma or GED? YES NO

NAMES AND ADDRESSES OF SCHOOLS ATTENDED	DATES ATTENDED	DIPLOMA OR DEGREE
HIGH SCHOOL	___ / ___ / ___ to ___ / ___ / ___	YES NO
COLLEGE	___ / ___ / ___ to ___ / ___ / ___	YES NO
OTHER	___ / ___ / ___ to ___ / ___ / ___	YES NO

EMPLOYMENT HISTORY List all employment, full time and part time, in the last ten (10) years. Add additional sheets if necessary. Must be complete.

Employer Name and Address	Dates of Employment	Job Title	Supervisor's Name
	___ / ___ / ___ to ___ / ___ / ___		
	___ / ___ / ___ to ___ / ___ / ___		
	___ / ___ / ___ to ___ / ___ / ___		
	___ / ___ / ___ to ___ / ___ / ___		

REFERENCES List the Name, Address, Telephone Number, and Occupation of four (4) reliable persons who have known you the greater part of your life. Do not use relatives or former employers.

Reference Name and Address	Telephone Number	Occupation	Years Known

Are you legally authorized to work in the United States?.....YES NO

Have you ever held a position of trust, such as handling money or confidential material?.....YES NO

Do you have a valid vehicle operators' license?.....YES NO

Have you ever been convicted of a crime?.....YES NO

IF YES, explain _____

Have you ever been arrested for, or the respondent in, a domestic violence incident?.....YES NO

IF YES, explain _____

Prior to this application, have you ever applied for employment with Brooke County?.....YES NO

IF YES, which job and when _____

Before a person is hired by Brooke County, a detailed background investigation is often conducted. You may use this space to detail any irregularities which may be discovered by our investigation. _____

SPECIAL SKILLS AND QUALIFICATIONS: Summarize any training, skills, licenses, or certificates you possess which you feel will be beneficial to you in the position applied for. _____

I certify that the information contained in this application is true and accurate.

Signature of Applicant

Date