

Application for Employment



We are pleased to see that you are interested in employment with Holt County. Please complete the below application to be considered. All information contained or connected to this application will be considered personal and confidential and will only be used for this application process. You are encouraged to supply a resume or other additional information to assist us in evaluating your qualifications.

Personal Information

Name: _____

Address: _____ Email Address: _____

Phone Number: (____) _____ Are you at least 18 years of age? _____ Yes _____ No

Applicant Information

Position(s) Desired: _____

I would be available to start working on: _____

How did you hear about this position? _____

Have you ever applied to or worked for Holt County before? _____ Yes _____ No

If yes, when? _____

Do you have friends, relatives, or acquaintances working for Holt County? Check one: _____ Yes _____ No

If yes, state name and relationship: _____

Are you eligible for employment in the United States? Check one: _____ Yes _____ No

Availability

Availability: (check all that apply) _____ Full-time _____ Part-time

Days Available:
_____ Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____ Saturday _____ Sunday

Employment History

Present Position:

Start Date: _____ End Date: _____

Company: _____

Address: _____

Title: _____ Supervisor: _____

Key Duties and Responsibilities: _____

Reason for Leaving: _____

Prior Position:

Start Date: _____ End Date: _____

Company: _____

Address: _____

Title: _____ Supervisor: _____

Key Duties and Responsibilities: _____

Reason for Leaving: _____

Military Service Record

Were you a member of the Armed Services? Check one: _____ Yes _____ No

If yes, what branch? _____

Are you a member of the National Guard? Check one: _____ Yes _____ No

Are you a member of the Armed Forces Reserve Program? Check one: _____ Yes _____ No

If yes, present commitment to date: _____

Education

College

Name: _____ Degree: _____

Location: _____ Years Attended: _____

High School

Name: _____ Location: _____

Years Attended: _____

Licenses and Certifications

Please list any licenses or certifications you currently hold relating to this position. You may also list corresponding coursework, seminars, workshops, training sessions, etc., that might relate to this position.

Drivers Permit

State Issued: _____ Date Issued: _____

Commercial Driver's License: _____ Yes _____ No

References

Reference #1: _____ Title: _____

Company: _____ Phone: _____

Reference #2: _____ Title: _____

Company: _____ Phone: _____

Reference #3: _____

Title: _____

Company: _____

Phone: _____

Reference Data Check

Is there any additional informational relative to change of name, use of an assumed name of a nick-name necessary to enable a check on your education record or previous employment record?

Check one: _____ Yes _____ No If yes, please list: _____

JOB APPLICATION DISCLAIMER AND AUTHORIZATION

Employees hired are subject to satisfactory completion of an Introductory Period and employment physical (if required for position) before obtaining permanent status.

If offered a job, I agree and authorize Holt County to conduct a background check, to determine any criminal record, along with a reference check to verify the information contained in this application. I agree to sign any and all documents that may be necessary for said background check.

I hereby certify that all answers to the above questions are true and I agree and understand that any false statements contained in this application may cause rejection of this application or termination of employment.

Holt County is an Equal Opportunity Employer Minorities/Women/Veterans/Disabled

Applicant's Name (please print): _____

Applicant's Signature: _____ Date: _____

Thank you for applying for employment with Holt County.