



Grand County Employment Application

Position: _____ Date of Application: _____

Applicant Information:

Physical Address: _____

City: _____ State: _____ Zip Code: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Employment:

Grand County is an equal employment opportunity employer. If you meet the minimum position qualifications, your application will not be rejected because of your race, color, national origin, religion, sex, age, or disability.

Employment Desired: Full Time | Part Time | Seasonal

Have you been previously employed with Grand County? Yes | No

Are you legally eligible to work in the United States? Yes | No

Can you provide proof of eligibility for employment in the United States? Yes | No

Do you meet the age requirements of the position you are applying for? Yes | No

Have you read and understand the position you are applying for? Yes | No

Do you feel you are capable of performing the basic tasks of the position? Yes | No

We comply with ADA requirements and consider reasonable accommodation measures that may be necessary for eligible applicants to perform essential functions. Employment may be subject to passing a medical examination and skill/agility testing.

Education:

Highest form of Education: _____ Degree: Yes | No

Major/Type of Degree: _____

List any languages, other than English, in which you are fluent: _____



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Education (cont.):

List any professional or trade licenses, specialized training, certificates, and registrations:

List any other experience, training, qualifications, or skills you have that you feel will assist you in the position for which you are applying: _____

Employment Experience:

*Chronologically list previous employment starting with the most recent for the past ten years. ****IF YOU ARE ATTACHING A RESUME, YOU DO NOT NEED TO COMPLETE THIS SECTION. *****

1)Employer: _____

May we contact this employer? Yes | No

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Phone (2): _____

Job Title: _____ Dates: _____ to _____

Job Duties: _____

Reason for leaving: _____

Supervisor's Name: _____ Supervisor's Title: _____

2)Employer: _____

May we contact this employer? Yes | No



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Address:

City: _____ State: _____ Zip Code: _____

Phone: _____ Phone (2): _____

Job Title: _____ Dates: _____ to _____

Job Duties: _____

Reason for leaving: _____

Supervisor's Name: _____ Supervisor's Title: _____

3)Employer: _____

May we contact this employer? Yes | No

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Phone (2): _____

Job Title: _____ Dates: _____ to _____

Job Duties: _____

Reason for leaving: _____

Supervisor's Name: _____ Supervisor's Title: _____



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References:

Please provide references that have knowledge of your skills, abilities and past work performance.

1) Name: _____ Phone Number: _____

Relationship: _____ Business Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

2) Name: _____ Phone Number: _____

Relationship: _____ Business Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

3) Name: _____ Phone Number: _____

Relationship: _____ Business Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Acknowledgements:

Please review, acknowledge, and initial the following statements:

_____ By making this application, I hereby authorize any previous employers or references to give and release to the Grand County Personnel Department any and all information of whatever kind in either written or verbal form which relates to my ability to perform the duties of the position for which I am applying. Any or all previous employers may be contacted. I release Grand County from any liability for the use of this information in considering and reviewing my application for the available position.

_____ If I am applying for a position that lists as part of the job description the special requirement of passing a criminal history background investigation, I hereby authorize Grand County to conduct a thorough background investigation, to include identifying criminal offenses of which I may have been convicted. I hereby release Grand County or any other agency involved in releasing this information from any civil or criminal liability arising under law.



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Acknowledgements (cont.):

_____ I affirm that this application for employment and any additional documentation contain no misrepresentations or falsifications and that the information is true and complete to the best of my knowledge and belief. I am aware, that should investigation at any time disclose any such misrepresentation or falsification I will be disqualified from further consideration or, if employed by Grand County, I may be terminated from employment.

_____ I understand that Grand County is a drug free workplace conducting pre-employment, reasonable suspicion, post-accident and follow-up drug testing for the illegal use of controlled substances. If the position for which I am applying for is considered safety sensitive, I understand that I am subject to random drug testing.

Signature: _____ Date: _____