

# HARRIS COUNTY

104 NORTH COLLEGE STREET, PO BOX 365, HAMILTON GA 31811-0365

## APPLICATION FOR EMPLOYMENT

- NOTE: (1) Applicants are considered for employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or disability.
- (2) ALL applicants offered employment will be subject to substance abuse testing, criminal and employment background checks, and motor vehicle driving record, as applicable, pending the results of criminal background check, employment background check, substance abuse test, and motor vehicle driving record, as applicable.
- (3) In addition, ALL employees may be subject to random substance abuse testing.
- (4) Following submission, applications remain active for one year, however all applications are kept on file for three years.

**(PLEASE PRINT - ANSWER EACH QUESTION - DO NOT INDICATE "SEE RESUME" ALTHOUGH ONE MAY BE ATTACHED)**

TODAY'S DATE \_\_\_\_\_

POSITION(S) APPLYING FOR: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME \_\_\_\_\_  
Last First Middle

Street Address \_\_\_\_\_  
Number Street  
City State Zip Code

Mailing Address (if different from above) \_\_\_\_\_  
City State Zip Code

Telephone (\_\_\_\_) \_\_\_\_\_ Social Security Number \_\_\_\_\_

E-mail address \_\_\_\_\_

Have you filed an application with the County before?  Yes  No If Yes, when? \_\_\_\_\_

Have you ever been employed by the County?  Yes  No If Yes, when? \_\_\_\_\_

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?  Yes  No  
(Proof of citizenship or immigration status will be required upon employment.)

Are you currently employed?  Yes  No Are you on lay off and subject to recall?  Yes  No

When are you available to work?  Full Time  Part-Time  Shift Work  Temporary

On what date would you be available to work? \_\_\_\_\_ Can you travel if required?  Yes  No

If offered employment, and if less than 18 year of age, can you furnish a work permit?  Yes  No

Have you been convicted, pled guilty to, or pled nolo contendere to any felony or misdemeanor?  Yes  No

If Yes, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List professional, trade, business or civic activities and offices held. (Exclude those which indicate race, color, religion, sex or national origin.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**SPECIAL SKILLS AND QUALIFICATIONS**

Summarize any training, skills, licenses, certificates and/or qualifications that may qualify you as being able to perform job-related functions in the position(s) for which you are applying: \_\_\_\_\_

**PERSONAL REFERENCES**

List at least three (3) people who have known you more than three (3) years in a professional or work capacity. Do not include relatives or previous employers.

NAME	ADDRESS (City, State, and Zip)	TELEPHONE	YEARS KNOWN

**ROAD MAINTENANCE APPLICANTS ONLY:**

Do you have a valid drivers license?     Yes     No         Type: \_\_\_\_\_

Can you operate heavy equipment?     Yes     No  
 If yes, list type of equipment/machinery and years of experience on each \_\_\_\_\_

**CORRECTIONAL OFFICER APPLICANTS:**      Are you at least 21 years of age?     Yes     No

**LAW ENFORCEMENT APPLICANTS:**      Are you at least 21 years of age?     Yes     No

**MILITARY EXPERIENCE:**

Were you in the U.S. Armed Forces?     Yes     No      If yes, what branch? \_\_\_\_\_  
 Dates of Duty:    From \_\_\_\_\_    To \_\_\_\_\_      Rank: \_\_\_\_\_  
 Duties: \_\_\_\_\_

**EDUCATION**

	HIGH SCHOOL	COLLEGE OR UNIVERSITY	GRADUATE OR PROFESSIONAL
SCHOOL NAME & LOCATION			
YEARS COMPLETED	8    9    10    11    12	1    2    3    4	1    2    3    4
DIPLOMA OR DEGREE			
COURSE OF STUDY			
DESCRIBE ANY SPECIAL TRAINING, SKILLS, APPRENTICESHIP, AND EXTRACURRICULAR ACTIVITIES			
HONORS RECEIVED			

State any additional information you feel may be helpful to us in considering your application.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**EMPLOYMENT HISTORY**

Start with your present or most current employment. Include military service assignments and volunteer activities. Complete all sections. Do NOT indicate "see resume", although one may be attached.

1	<b>EMPLOYER</b>	<b>DATES EMPLOYED</b>		<b>WORK PERFORMED</b>
	ADDRESS	FROM	TO	
	PHONE NUMBER			
	JOB TITLE	<b>HOURLY RATE OR SALARY</b>		
	SUPERVISOR	START	FINAL	
	REASON FOR LEAVING			
	MAY WE CONTACT THIS EMPLOYER?    YES    NO			

2	<b>EMPLOYER</b>	<b>DATES EMPLOYED</b>		<b>WORK PERFORMED</b>
	ADDRESS	FROM	TO	
	PHONE NUMBER			
	JOB TITLE	<b>HOURLY RATE OR SALARY</b>		
	SUPERVISOR	START	FINAL	
	REASON FOR LEAVING			
	MAY WE CONTACT THIS EMPLOYER?    YES    NO			

3	<b>EMPLOYER</b>	<b>DATES EMPLOYED</b>		<b>WORK PERFORMED</b>
	ADDRESS	FROM	TO	
	PHONE NUMBER			
	JOB TITLE	<b>HOURLY RATE OR SALARY</b>		
	SUPERVISOR	START	FINAL	
	REASON FOR LEAVING			
	MAY WE CONTACT THIS EMPLOYER?    YES    NO			

4	<b>EMPLOYER</b>	<b>DATES EMPLOYED</b>		<b>WORK PERFORMED</b>
	ADDRESS	FROM	TO	
	PHONE NUMBER			
	JOB TITLE	<b>HOURLY RATE OR SALARY</b>		
	SUPERVISOR	START	FINAL	
	REASON FOR LEAVING			
	MAY WE CONTACT THIS EMPLOYER?    YES    NO			

If additional space is needed, please continue on a separate sheet of paper. You may also attach a resume.

With regard to each of the employers listed above, under the EMPLOYMENT HISTORY portion of this application:

1. Were you ever promoted or the recipient of a commendation?     Yes     No
2. Were you ever involuntarily terminated?     Yes     No

If you answered YES to either of the preceding questions, please describe fully all the circumstances.

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**AGREEMENT:**

I authorize Harris County to contact all persons, schools, and employers, current or former (as noted in Employment History section), to verify my employment or obtain information that may be required to arrive at an employment decision now, or, if employed, at any time during my employment. I hereby request that all entities to whom this authorization is presented, disseminate, transmit and disclose such records and information to Harris County for consideration for my prospective employment or continued employment. I hereby release the individual, company, and/or school, its agents and the aforementioned who provide such information from any liability and damages regarding the provision or use of such information.

In the event of employment and as a condition of employment, I understand that I will be required: (1) to provide proof of identity, (2) to submit to a drug screening, (3) to submit to a background check, and (4) to complete any necessary legal paperwork, and that I may be required to provide a motor vehicle report. I hereby release Harris County, its agents and any individuals who administer such drug screening or background check, or disclose the results of such background check from any and all liability and damages resulting from the administration of, disclosure of or reliance upon the results of same.

I hereby certify and declare that the information provided by me in this application for employment is true, correct and complete to the best of my knowledge. I understand that if employed, any misstatement or omission of fact or any false or misleading information contained herein may result in discharge.

I further agree and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Applicant

**COUNTY USE ONLY (Revised 02/09/2021)**

SENT TO DEPT							
DATE SENT							
SENT TO DEPT							
DATE SENT							

Applicant employed:     Yes     No                      Date employed: \_\_\_\_\_

Job Title: \_\_\_\_\_                      Department: \_\_\_\_\_

**ORIGINAL** application will be retained in the office of the Board of Commissioners for the time period required by law, remaining active for one year. All applications kept on file for three years.

**COPIES** of application are provided to the appropriate department head(s) upon receipt and as requested by applicant at a future date.

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