

**APPLICATION FOR EMPLOYMENT - BIG HORN COUNTY, WYOMING**

Position Desired: \_\_\_\_\_

General Applicant Information	
1) Name: _____ <small>(Last) (First) (Middle Initial)</small>	2) Gender: Male / Female <small>(Circle one)</small>
3) Phone Number: _____ - _____ - _____	4) Email Address: _____
5) Address: _____ <small>(Street Address) (City) (State) (Zip Code)</small>	
Education and Training (only complete applicable areas)	
6) High School Attended: _____ GPA: _____	Graduation Year: _____
7) College Attended: _____ GPA: _____ Major: _____	Years Attended: _____ Graduation Year: _____
8) Related education/training (please describe): _____ _____ _____	
9) Please describe any additional skills or aptitudes you have that qualify you for this position. You may include activities and positions held in organizations. Organizations that would reveal race, ethnicity or any other protected status need not be listed. _____ _____ _____ _____	
Previous Employment	
10) Current or Most Recent Position –	
Name of Employer: _____	Phone #: _____ - _____ - _____
Address: _____	Start Date: ____/____/____
Position Title: _____ Salary: _____	End Date: ____/____/____
Description of Duties: _____ _____ _____	
Reason for leaving: _____	
May we contact this employer? Yes / No (Circle one)	

**Previous Employment - continued**

**11) Previous Position –**

Name of Employer: \_\_\_\_\_ Phone #: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Address: \_\_\_\_\_ Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Position Title: \_\_\_\_\_ Salary: \_\_\_\_\_ End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Description of Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact this employer? Yes / No (Circle one)

**12) Previous Position –**

Name of Employer: \_\_\_\_\_ Phone #: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Address: \_\_\_\_\_ Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Position Title: \_\_\_\_\_ Salary: \_\_\_\_\_ End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Description of Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact this employer? Yes / No (Circle one)

**References**

**13) Please provide two professional references and one personal reference whom we may contact regarding your qualifications for this position:**

1)Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Relationship: \_\_\_\_\_ Email: \_\_\_\_\_

2)Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Relationship: \_\_\_\_\_ Email: \_\_\_\_\_

3)Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Relationship: \_\_\_\_\_ Email: \_\_\_\_\_

**Criminal Background**

**14) Have you ever been convicted of a crime\*? Yes / No (Circle one)**

If yes, please explain. Include date, place and nature of the crime(s). \_\_\_\_\_

*\*Convictions will not necessarily disqualify an applicant. A background check is required at the time of offer acceptance.*

**Driver's License**

**15) A valid driver's license is required for this position as local travel is required (minimal).**

License Number: \_\_\_\_\_ State of Issue: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**PLEASE READ CAREFULLY**

The information provided on this application is accurate to the best of my knowledge and subject to verification. I understand that proof of U.S. permanent residency or authorization to work in the U.S. may be required upon employment. I understand that I must answer truthfully all the questions on this application. I also understand that, if I do not, I may be refused employment or separated if I am a current employee. Incomplete applications may not be considered.

I understand and acknowledge that prior to and/or during employment, I may be required to submit to medical testing for alcohol and/or illicit and/or controlled substances, and I hereby consent to such testing.

I authorize all previous employers (where specified) and listed references to furnish whatever information they may have regarding my employment and reason for leaving. I release my prior employers from all liability for any damage resulting from the information provided.

I understand that after a six-month probationary period, my performance will be reviewed; if my performance is found to be less than successful, my employment with the County may be terminated. I also understand that employment with Big Horn County is at will and either party, with or without notice, may end the employment relationship at any time.

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

**\*\*\*\*\*APPLICANT – STOP HERE – DO NOT COMPLETE THE SECTIONS THAT FOLLOW – FOR OFFICE USE ONLY \*\*\*\*\***

**Date Application Received:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Received By:** \_\_\_\_\_

**Method of Delivery:** In Person / Mail / Email / Other: \_\_\_\_\_

**Items Received in Addition to This Application:** \_\_\_\_\_

**Applicant selected for interview?** Yes / No

If no, reason not selected: \_\_\_\_\_

**INTERVIEW DETAILS**

**Date of interview:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Interviewer(s):** \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Applicant Offered Employment?** Yes / No If yes, date of offer: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Applicant Accepted Offer?** Yes / No

Salary/Wage: \$ \_\_\_\_\_ Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

