

**BROWN COUNTY
HUMAN RESOURCES**

25 MARKET ST
ABERDEEN, SD 57401
605-626-7109 PHONE/TDD
605-725-2355 FACSIMILE

POSITION APPLIED FOR:

APPLICATION FOR EMPLOYMENT

NAME: _____

FIRST

MIDDLE

LAST

ADDRESS: _____

STREET/PO BOX

CITY

STATE

ZIP

CONTACT: _____

HOME PHONE

BUSINESS PHONE

CELL/MESSAGE PHONE

EMAIL ADDRESS

Please answer all questions. Answers are subject to verification.

Are you under age 18? Yes No

Have you ever worked for Brown County? Yes No If yes, what dates? _____

Can you, after employment, submit proof of your legal right to work in the United States? Yes No

Employment for which you are available Full-time Part-time Temporary Seasonal

On which date would you be available for work? _____

Do you possess a valid Driver's License? Yes No

Do you possess a Commercial Driver's License? Yes No

Have you ever been convicted of a felony? Yes No

A conviction will not automatically disqualify an applicant from a particular job. If yes, list names of offenses and dates of convictions.

VETERANS' PREFERENCE INFORMATION

Veterans, as defined in state law, who are citizens and residents of the United States, where all qualifications are equal, shall be given preference for appointment. A DD-214 or current VA disability certification (if applicable) must be submitted with this application.

Do you possess a High School diploma or GED? Yes No

EDUCATION	NAME & ADDRESS OF SCHOOL	COURSE OF STUDY	DATES OF ATTENDANCE	DID YOU GRADUATE?
COLLEGE / UNIVERSITY				
BUSINESS / TRADE / CORRESPONDENCE				
GRADUATE SCHOOL				

List special qualifications, training, or other experience relevant to the position for which you are applying. Include items such as licenses, special courses, work training programs military training workshops, seminars, skills with machines, public speaking, memberships in professional societies, keyboard skills/speed, etc.

EQUAL EMPLOYMENT OPPORTUNITY

Brown County is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion or creed, national origin or ancestry, citizenship, sex, or gender including pregnancy, sexual orientation and gender identity, marital status, age, disability, veteran's status, genetic information, or any other legally protected status. Arrangements for accommodations required by disabilities can be made by contacting Human Resources at (605) 626-7109.

Employment History:

☆ Start with your current or last job - include armed forces service and self-employment.

May we contact your current employer?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
1. Employer		Telephone Number		Supervisor's Name	
Type of Business		Address			
Your Job Title		Dates Employed From: _____ To: _____		Average Hours Worked Per Week	
Duties:					
Monthly Salary		Reason for Leaving			
2. Employer		Telephone Number		Supervisor's Name	
Type of Business		Address			
Your Job Title		Dates Employed From: _____ To: _____		Average Hours Worked Per Week	
Duties:					
Monthly Salary		Reason for Leaving			
3. Employer		Telephone Number		Supervisor's Name	
Type of Business		Address			
Your Job Title		Dates Employed From: _____ To: _____		Average Hours Worked Per Week	
Duties:					
Monthly Salary		Reason for Leaving			

PROFESSIONAL REFERENCES:

Name / Title / Address / Phone

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I hereby certify that this application is complete to the best of my knowledge for the periods of employment listed and all information given is true and contains no misrepresentations. I am aware that all statements submitted on this application are subject to investigation and verification. I understand that any withholding of information, misrepresentation, or falsification of statements on this application or on County medical forms could result in rejection for employment, or if employed, termination from the County at any time. I authorize and release from liability all employers, persons, schools, law enforcement agencies and other organizations named in this application to provide information requested by Brown County in its processing of this application. I also understand that nothing in this application or in the granting of an interview is intended to create an employment contract. I have received no promise regarding employment, and I understand that no such promise or guarantee is binding on Brown County. If an employment relationship is established, my employment is at-will and can be terminated at any time, with or without notice, for any reason. I understand that I have the right to terminate my employment at any time and that Brown County has a similar right.

Signature of Applicant

Date