



APPLICATION FOR EMPLOYMENT BULLOCH COUNTY

Instructions: Complete a separate application form for each position you apply for. An employment application will be accepted only when a specific position notice is posted in the job vacancy notebook, the Bulloch County website, or advertised in the paper. **Complete the application in its entirety. Incomplete applications will not be processed.** Print clearly or type your responses using black or blue ink. **Resumes will not be accepted in lieu of completion of this application for employment.**

Name: _____
Last First Middle

Address: _____ Mailing Apt. # Daytime Phone #: _____

City State Zip Email: _____

Please list any other name(s) you have used for school or employment: _____

Position applied for: _____ Are you at least 18 years of age? ☐ Yes ☐ No

If required by the advertised position, do you have a valid driver's license? ☐ Yes ☐ No

Drivers License Number: _____ Expiration Date: _____ Class: _____

Please indicate any professional/occupational license(s) (e.g., POST) you currently hold.

License: _____ Issuance State: _____ License #: _____ Expiration: _____

License: _____ Issuance State: _____ License #: _____ Expiration: _____

Have you ever been fired, or resigned in lieu of termination? ☐ Yes ☐ No If yes, please explain:

If previously employed by Bulloch County, indicate department and dates. _____

If related to a current Bulloch County employee, indicate name, relationship and department.

Can you provide documents to prove that you are authorized to work in the United States? ☐ Yes ☐ No

EDUCATION AND SPECIAL TRAINING

Do you have a High School Diploma or GED? ☐ Yes ☐ No If not, highest grade completed: _____

Special Training (Business, Trade, Vocational, Armed Forces Schools, etc.)

Name and Location	Total Hours Completed	Hours required for certification	Course / Subject Taken	Certificates Received

Language Skills: In what languages, other than English, are you proficient? List languages / check proficiency

Language	Read	Speak	Write	Understand
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Computer Skills and Abilities: List computer software with which you have knowledge and experience:

List Colleges and Universities

Name and Location	Credit Hours Received		Did you Graduate?	Major / Minor Degree Field of Program Study	Types of Degree Received
	Sem	Qtr			

EMPLOYMENT HISTORY

List all your experience within the past ten years, beginning with your current or most recent employer. Include military experience. You may include experience beyond ten years minimum if the previous experience is applicable to the job for which you are applying. Please make copies of this page if additional space is needed. Resumes may be attached to this application as supplemental material.

Current or Most Recent Employer				Employer:	
From	To	Total Time with Employer	Address:		
Month / Year	Month / Year		Telephone #:		
			Your Job Title:		
Hours per Week			Supervisor's Name and Title:		
Starting Salary		per		Reason For Leaving Position	
Ending Salary		per			
Specific Duties <small>(attach sheet if needed)</small>					
Number of employees supervised (if applicable):					
May we contact this employer regarding your work record? <input type="checkbox"/> Yes <input type="checkbox"/> No					

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Starting Salary		per		Reason For Leaving Position	
Ending Salary		per			
Specific Duties <small>(attach sheet if needed)</small>					
Number of employees supervised (if applicable):					
May we contact this employer regarding your work record? <input type="checkbox"/> Yes <input type="checkbox"/> No					

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Month / Year	Month / Year			Telephone #:	
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Starting Salary		per		Reason For Leaving Position	
Ending Salary		per			
Specific Duties (attach sheet if needed)					
Number of employees supervised (if applicable):					
May we contact this employer regarding your work record? <input type="checkbox"/> Yes <input type="checkbox"/> No					

Current or Most Recent Employer				Employer:	
From	To	Total Time with Employer		Address:	
Month / Year	Month / Year			Telephone #:	
				Your Job Title:	
Hours per Week				Supervisor's Name and Title:	
Starting Salary		per		Reason For Leaving Position	
Ending Salary		per			
Specific Duties (attach sheet if needed)					
Number of employees supervised (if applicable):					
May we contact this employer regarding your work record? <input type="checkbox"/> Yes <input type="checkbox"/> No					

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

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How did you learn about this opening? _____

If you require special accommodations for interviewing or any portion of the application or employment processes, please contact the Bulloch County Human Resources Department. Any request for special accommodations should be made, if at all possible, at the time your appointment is scheduled. If any accommodation is requested, the applicant must provide verification from an appropriate professional.

CERTIFICATION: (Please read the application and your answers carefully before signing.)

I certify that the facts and information set forth in this application are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of facts on this application (or any required documents) will be cause for denial of employment or immediate termination of employment, regardless of when or how discovered.

I authorize investigation of all statements contained in this application as may be necessary in arriving at an employment decision. I understand that an investigation may be made and information may be obtained through interviews with personal references and past employers, a criminal history check and/or a driver's record check. I consent to this investigation and to the consideration of any statements of references, former employers or others that are given in response to the inquiry.

I hereby release all parties, including but not limited to Bulloch County personal references and previous employers, from liability for any injury or damage that may result from their furnishing information concerning me or any action Bulloch County takes on the basis of such information.

This application for employment shall be considered active until the position is filled. At the conclusion of this time, if I have not heard from the County, but still wish to be considered for employment, it will be necessary for me to complete a new application for employment.

I have read and reviewed the information provided in this application and the above statements. By signing this application for employment, I certify that I understand all parts of it and have answered all questions completely and fully.

Applicant's Signature

Date

Please submit Application for Employment to:
Human Resources Department
115 North Main Street
Statesboro, GA 30458
Email: hr@bullochcounty.net
Fax: (912) 764-4609

Equal Employment Opportunity Information

Bulloch County is an equal opportunity employer and will not discriminate, or tolerate discrimination, against any employee or applicant in any manner prohibited by law.

The information you give in this sectional is optional. It is used by Bulloch County to comply with Federal guidelines for monitoring the equal employment opportunity efforts of Bulloch County. This section will be removed from the application form and will not be available to or considered by those making the hiring decision for this position.

Ethnic Background (check one):

- ☐ Black, not of Hispanic origin
- ☐ White, not of Hispanic origin
- ☐ Hispanic
- ☐ Multi-racial
- ☐ Native American
- ☐ Asian / Pacific Islander
- ☐ Other

Gender

- ☐ Female
- ☐ Male

Veteran

- ☐ Yes
- ☐ No