



Gunnison County Human Resources

200 East Virginia Avenue

Gunnison, CO 81230

Phone: (970) 641-7623

Fax: (970) 641-7618

Gunnison County is an Equal Employment Opportunity Employer

Equal employment opportunity is a government policy that requires that employers do not discriminate against employees and job applicants based upon certain characteristics, such as age, race, color, creed, sex, religion, and disability.

IMPORTANT INFORMATION AND INSTRUCTIONS

Answer each question fully and accurately. Please print clearly or type except for your signature on the back of the application. No action can be taken on this application until you have answered all questions. Incomplete or illegible applications may be rejected.

In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information.

A separate application must be submitted for each announced opening for which you are applying.

Applications must be received by 4:30 PM on the announced closing date. Late applications will not be accepted.

Applicant Information

Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address City State Zip Code

Phone: () _____ Email Address: _____

Date Available: _____ Desired Salary: _____

Position Applied For: _____ Closing Date: _____

Are you at least 21 years of age (If you are hired, you may be required to submit proof of age)? _____

Employment Desired: Full-time Part-time Temporary Hours of work (per week) desired? _____

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

(If hired for any position, federal law requires that you provide proof of your eligibility to work in the United States within 72 hours of your hire date. Failure to prove such eligibility will void the offer of employment).

Have you ever applied to this organization before? Yes No

Have you ever worked for this organization before? Yes No

If yes, please list previous positions held: _____

Have you ever been convicted of any law violation (include any plea of "guilty" or "no contest" or whether you are currently subject to a deferred sentence) except a minor traffic violation? Yes No

If yes, please state the crime(s) you were convicted of and explain the date, location, nature and facts surrounding each conviction. Use an attachment sheet if necessary: _____

(A conviction does not automatically disqualify you from employment, since the nature and date of the offense, the job for which you are applying, and other factors will be considered.)

If employed, do you expect to be engaged in any additional business/employment outside of our job? Yes No

If yes, please give details: _____

Previous Employment

List names of employers in consecutive order with present or last employer listed first. Account for all periods of time and any periods of unemployment. If self-employed, give firm name and supply business references. Attach a separate page if you need addition space on this application. **Note: A job offer may be contingent upon acceptable references from current and former employers.**

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: _____ Ending Salary: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? Yes No

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: _____ Ending Salary: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? Yes No

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: _____ Ending Salary: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? Yes No

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Supervisor: _____

Are you currently in the Armed Forces? Yes No

Education

High School: _____ Address: _____

Number of Years Completed: _____ Diploma/Degree/Certificate: _____

College: _____ Address: _____

Number of Years Completed: _____ Diploma/Degree/Certificate: _____

Other: _____ Address: _____

Number of Years Completed: _____ Diploma/Degree/Certificate: _____

Other Education, Training or Relevant Experience: (List any other education, training, volunteer work or other relevant experience that would be of further assistance in evaluating your qualifications. Include dates, names of schools, length or experience, etc.): _____

Special Skills: What skills do you have that are related to the job for which you are applying? _____

Do you operate a computer? Yes No List the programs you are familiar with and your skill level: _____

Driver's License Information

Please complete for all jobs requiring a valid Colorado Driver's License or Commercial Driver's License (CDL).

Do you have a valid Colorado Driver's License? Yes No

State _____ Class _____ Number _____ Expiration Date _____

Have you had your driver's license suspended or revoked in the last 3 years? Yes No

If yes, please give details: _____

References

Have you worked or attended school under any other names?

Yes

No

If yes, give names: _____

Have you ever been fired from a job or asked to resign?

Yes

No

If yes, please explain: _____

Please list three professional references, not relatives or former employers.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____ Email: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____ Email: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____ Email: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge and that intentional misrepresentations or omissions may be cause for the rejection of my application and that if hired I may be released from employment.

I understand that the company may require me to successfully complete a pre-employment drug and alcohol test as a condition of employment and that continued employment may be based on the successful completion of similar tests.

I understand that the company may as part of the hiring process request an investigative consumer report from a third party entity or agency including information concerning my character, general reputation, personal characteristics, credit records, and mode of living. I may make a written request to the company to provide me with additional information regarding the nature and scope of any such report.

I understand that employment with your company is "at will" and nothing in the interview or hiring process, this application, or your company policies are intended to create an employment contract between myself and the company. Employment may be terminated by either party at any time for any reason with or without notice.

I have read, understand, and by my signature consent to these statements.

Signature: _____

Date: _____