

# GUNNISON COUNTY PERSONNEL

200 East Virginia Avenue  
Gunnison, Colorado 81230  
Phone: (970) 641-7623  
Fax: (970) 641-7618  
Website: www.gunnisoncounty.org



## EMPLOYMENT APPLICATION

WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

### IMPORTANT INFORMATION AND INSTRUCTIONS

We appreciate your interest in employment. The completion of this application represents your ability to provide written communication and to follow directions. Your completed application is a source of information for making selections for interviews. Applicants may be hired or not hired solely on the information provided on the application.

- A separate application must be submitted for each announced opening for which you are applying.** Answer each question fully and accurately. 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. All applications must be signed to certify that all statements are true and complete and to authorize an investigation. Copies of applications are acceptable only with original signature and current date.
- Applications must be received by 4:30 PM on the announced closing date.** Late applications will not be accepted.
- Print clearly or type. Incomplete or illegible applications may be rejected.
- Notify the Personnel Department of any change in your telephone number or availability. Failure to do so may result in removal of your application from further consideration.
- Any offer of employment may be contingent upon job-related factors including (but not limited to) testing of job related skills, successful completion of a physical examination, verification of your former employment and references, thorough background investigation for appropriate positions, including any criminal record, and appropriate drug and alcohol testing.
- If you are 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.
- All newly-hired employees are probationary employees and may be dismissed with or without cause.
- Depending on budget limitations, County departments will determine whether to offer non-exempt employees the options of receiving compensatory time off at time-and-one-half ("comptime") in lieu of time-and-one-half payment for overtime hours worked in accordance with federal law and County policies.
- All applications submitted to Gunnison County are public information under the Colorado Open Records Act.
- Neither this application nor the Gunnison County Personnel Policies are an employment contract.
- A copy of Gunnison County's Equal Employment Opportunity Policy is available upon request at the Gunnison County Personnel Dept.

**PLEASE PRINT** If you require reasonable accommodations to complete the application process, contact the Personnel Director.

Name \_\_\_\_\_

Last

First

Middle

POSITION TITLE:  
(as stated on announcement) \_\_\_\_\_

Date \_\_\_\_\_ Dept \_\_\_\_\_

CLOSING DATE:  
(as stated in the announcement) \_\_\_\_\_

Address \_\_\_\_\_

Street

City

State

Zip Code

Contact Phone No. ( ) \_\_\_\_\_

2<sup>nd</sup> Contact No. ( ) \_\_\_\_\_

Are you 18 years old or older? \_\_\_\_\_  
(If you are hired, you may be required to submit proof of age)

Email Address: \_\_\_\_\_

Are you seeking:  Full-time  Part-time  Temporary Employment?  
Please list other names, assumed names or nicknames which you have used to help us check your records: \_\_\_\_\_

**PAST EMPLOYMENT INFORMATION** We must have accurate and complete information on previous job tasks and levels of responsibility, as your work experience is an important factor in evaluating your qualifications. List names of employers in consecutive order with present or most recent employer listed FIRST. **Account for all periods of time** including military service and any period of unemployment for a minimum of the last 15 years. If self-employed, give firm name and business references. Attach additional sheets as needed using the same format. **Note: A job offer may be contingent upon acceptable references from current and former employers.**

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Current/Last Employer \_\_\_\_\_ Type of Business \_\_\_\_\_  
Address \_\_\_\_\_ Country \_\_\_\_\_  
Street City State Zip  
Employed From \_\_\_\_\_ To \_\_\_\_\_ Your Job Title \_\_\_\_\_ Pay: Start \_\_\_\_\_ Final \_\_\_\_\_  
Name of Last Supervisor \_\_\_\_\_ May we contact this employer? \_\_\_ Yes \_\_\_ No  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
Duties: \_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving or seeking other employment \_\_\_\_\_

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Previous/Last Employer \_\_\_\_\_ Type of Business \_\_\_\_\_  
Address \_\_\_\_\_ Country \_\_\_\_\_  
Street City State Zip  
Employed From \_\_\_\_\_ To \_\_\_\_\_ Your Job Title \_\_\_\_\_ Pay: Start \_\_\_\_\_ Final \_\_\_\_\_  
Name of Last Supervisor \_\_\_\_\_ May we contact this employer? \_\_\_ Yes \_\_\_ No  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
Duties: \_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving or seeking other employment \_\_\_\_\_

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\_\_\_\_\_  
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Name of Last Supervisor \_\_\_\_\_ May we contact this employer? \_\_\_ Yes \_\_\_ No  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
Duties: \_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving or seeking other employment \_\_\_\_\_

**IF YOU ARE A VETERAN**

**ATTACH CERTIFICATION FROM THE DEPT OF DEFENSE OR THE VETERANS ADMINISTRATION**

**PROVIDING VETERAN STATUS HERE**

**ATTACH ANY ADDITIONAL DOCUMENTATION YOU WISH TO INCLUDE WITH YOUR APPLICATION TO THIS PAGE**

**EDUCATION**

School	Name and Address	Circle last year completed
High School		9 10 11 12 GED
or		Diploma received ___ Yes ___ No
GED		

School	Name and Address, Country	Course of Study	Number Years Completed	Degree Received
College or University				
College or University				
College or University				
Vocational or Technical Training				
<b>Other Education, Training Or Relevant Experience</b>	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?


What machines or equipment can you operate 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:


Do you type:  Yes  No Typing Speed \_\_\_\_\_WPM

