



**GUNNISON COUNTY PERSONNEL**

200 East Virginia Avenue  
 Gunnison, Colorado 81230  
 Phone: (970) 641-7623  
 Fax: (970) 641-7618

Website: [www.gunnisoncounty.org](http://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.

1. **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 with original signature and current date.
2. **Applications must be received by 4:30 PM on the announced closing date.** Late applications will not be accepted.
3. Print clearly or type. Incomplete or illegible applications may be rejected.
4. 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.
5. 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.
6. 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.
7. All newly-hired employees are probationary employees and may be dismissed with or without cause.
8. 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.
9. All applications submitted to Gunnison County are public information under the Colorado Open Records Act.
10. This is not an employment contract.
11. 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 \_\_\_\_\_ POSITION TITLE: \_\_\_\_\_  
(as stated on announcement)

Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

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.**

---

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 \_\_\_\_\_

---

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 \_\_\_\_\_

---

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 \_\_\_\_\_

---

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 \_\_\_\_\_

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

**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

**DRIVER'S LICENSE INFORMATION**

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

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

\_\_\_\_\_ State \_\_\_\_\_ Class \_\_\_\_\_ Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Have you ever applied for a position at Gunnison County before  No  Yes Which department? \_\_\_\_\_

Have you previously been employed by Gunnison County?  No  Yes If yes, when? \_\_\_\_\_

Have you ever been fired from a job or asked to resign?  Yes  No If yes, please explain \_\_\_\_\_

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

If yes, give details \_\_\_\_\_

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.)

Are you a citizen of the United States or are you legally authorized to work in the U.S.?  Yes  No

**REFERENCES**

List three persons who are not related to you and who have definite knowledge of your business or professional qualifications for the position for which you are applying. Do not repeat names of supervisors listed under work history.

Name	Address	Phone	Email	Relationship

**AFFIDAVIT**

**PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING**

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at any later date.

I understand that Gunnison County may conduct an extensive and thorough background investigation. I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer (except as previously noted), past employers, law enforcement authorities, and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability for any damage whatsoever for making such statements.

I understand the use of illegal drugs is prohibited during employment. I may be required to successfully pass a drug and alcohol screening examination prior to being hired, and I consent to taking a drug and alcohol test at any time during my employment, should I be hired.

I understand that this application, verbal statements by management, or subsequent employment does not create an express or implied contract of employment nor guarantee employment for any definite period of time. Only the Board of County Commissioners has the authority to enter into an agreement of employment for any specified period and such agreement must be in writing, signed by the Chairman of the Board of County Commissioners and the employee. If employed, I understand that my employment may be terminated after any period of time, and may be without notice.

I further certify that I have read and understand the instructions, conditions and other information provided in this document.

Signature \_\_\_\_\_ Date \_\_\_\_\_