



Gunnison County Sheriff
 200 North Iowa
 Gunnison, Colorado 81230
 Phone: (970) 641-1113
 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.

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 HR 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 Human Resources Dept.

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

Name _____ (as stated on announcement) _____ POSITION TITLE: _____

Last _____ First _____ Middle _____

Date _____ Dept _____ CLOSING DATE: _____ (as stated in the announcement) _____

Address _____ Street _____ City _____ State _____ Zip Code _____

Contact Phone No. () _____ 2nd Contact No. () _____ Are you 21 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				
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?

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

