

## HABERSHAM COUNTY GOVERNMENT EMPLOYMENT APPLICATION\*

Habersham County is a drug-free workplace

HUMAN RESOURCES DEPARTMENT

130 Jacob's Way, Suite 303, Clarkesville, GA 30523

Telephone: (706) 839-0214 - Fax: (706) 839-0219

Active for 30 days unless otherwise notified						Date Applied:				
Name:	(Last)		(First)		(MI)	Phone Numb	er:			
Street Add	dress:	(City)		(State)	(Zip)	Years at Add	lress:			
Name of J	ob Applying for:					1				
Are you a	vailable to work a	ny time of the	day?	Yes N	0			Former Cou	nty Employee?	
Are you a	vailable to work a	ny day of the v	week?	Yes 🗌 N	lo			Yes	No	
Department/Division				Job Title & D	outies		From To			
Relatives v	working for the H	abersham Cou	inty Governme	ent - Names ar	nd Relations	ութ։				
How did you learn of this available position?				Walk-In		Internet Explain: Other				
Please Che	eck				реі	Other				
Are you a	uthorized to work	in the United	States?	Yes		No No				
Note: If offe	ered employment you	will be required	to provide docu	mentation to veri	ify employment	eligibility. Failur	e to provide the	requested		
documentat	ion may result in a d	etermination that	t the applicant is	ineligible for en	nployment in th	e United States.				
List Licen	ses/Certificates									
Related to	Position Applied	for:								
Have you	ever been convict	ed for violating	g any law?	Yes	No	Ay	ves will not neces	sarily disqualify you	ı from employment	
If Yes, Ple	ase Explain:									
	Ν	IUST POSSES	S A VAILD D	RIVER'S LIC	CENSES. PL	EASE COMPL	ETE THE FO	LLOWING		
				ving Record? Dr		river's License No.		Driver's License Class/Endorsements		
			UNI	TED STAT	ES MILI	<b>FARY HIST</b>	ORY			
Branch Date Entered		Entered	Date Discharged		Type of Discharge		Highest Rank Attained and Unit			
INDICAT	E SPECIFIC SK	ILLS ACQUI	RED IN THE	UNITED STA	TES ARME	D FORCES:		,		
				EDUCA	TIONAL	HISTORY				
Name			Location	LDUCK						
High School					Circle th	e highest grade	completed	Gra	duated?	
					7	8 9 10 11	12	🗌 Yes	No No	
Trade (or Apprentice) School					From			То		
College or Business School					From		Hrs. Earned	Major		
					То			Degree Earned		

### EDUCATIONAL HISTORY CONTINUED

Describe special vocational or business courses you have taken which relate to the job for which you are applying

\* The Habersham County Government is an equal opportunity employer and provides fair and equal employment opportunities to all applicants for employment and employees without regard to race, color, religion, natural origin, citizenship status, age, sex, disability, veteran's status, or political affiliation.

### USE THIS SPACE FOR COMMENTS ABOUT YOUR SPECIAL ABILITIES I.E. APPRENTICESHIPS, TOOLS, CERTIFICATES, EXPERIENCE, ETC.

# Describe your work history BEGINNING WITH YOUR CURRENT OR MOST RECENT JOB. Include military, volunteer experience and periods of unemployment. Complete address with zip code and phone number for all employers are necessary. <u>A resume may be attached only as additional information and will not be accepted in lieu of completing this section</u>.

Employment History (Please cover employment history for past 10 years, including military if applicable.) Use attachment if necessary.							
(1)Name of Employer	From	То	Wage Rate	Job Title	Reason for Leaving		
(2)Address (3)Phone Number	Mo./Yr.	Mo./Yr.	Start/Finish	And Duties	Supervisor's Name		
Name:							
Address:							
Phone: ( )							
Name:							
Address:							
Phone: ( )							
Name:							
Address:							
Phone: ( )							
Name:							
Address:							
Phone: ( )							

### PLEASE COMPLETE ALL AREAS ABOVE, WHETHER OR NOT A RESUME IS ATTACHED

Work References We May Contact (Include At Least Two Most Recent or Current Supervisors)

Name:	Name:
Address:	Address:
Occupation: Phone:	Occupation: Phone:
Name:	Name:
Address:	Address:
Occupation: Phone:	Occupation: Phone:

### PLEASE READ THIS IMPORTANT INFORMATION BELOW. ASK FOR CLARIFICATION IF NEEDED.

The undersigned has applied for employment with the Habersham County Government and hereby authorizes the Habersham County Government to contact my current and former employers and references for the purpose of acquiring information regarding me. I hereby authorize such employers and references to supply such information verbally or in writing to Habersham County Government. In consideration for their furnishing such information, I hereby waive any and all claims against such former employers and references which may arise from their furnishing such information. **\*I understand the Habersham County Government has a Substance Abuse Prevention Program which includes drug testing. I agree to** 

\*I understand the Habersham County Government has a Substance Abuse Prevention Program which includes drug testing. I agree to comply with applicable County policy.

\*I understand that before a position can be offered, I will be required to complete a drug screen and criminal background check.

\*I understand that before a position can be offered, I may be required to pass a physical examination (if applicable).

\*I certify that the answers given by me to all of the questions on this application are to the best of my knowledge and belief true and correct. I further affirm that I have not knowingly withheld any facts or circumstances that would detrimentally affect my application for employment, and I understand that any misleading or incorrect statement may render this application void and would be cause for dismissal, if employed.

I AGREE THAT IF HIRED, THE HABERSHAM COUNTY GOVERNMENT OR I MAY TERMINATE MY EMPLOYMENT AT ANY TIME WITH OR WITHOUT CAUSE. I UNDERSTAND THAT NO COUNTY POLICY, PRACTICE, PROCEDURE, OR STATEMENT BY ANY COUNY REPRESENTATIVE SHALL LIMIT OR ALTER THIS AT-WILL-EMPLOYMENT RELATIONSHIP.

#### I HAVE READ AND UNDERSTAND THE ABOVE STATEMENT: