



Carbon County Personnel
In-House Job Application

APPLICANT _____ EMPLOYEE # _____ DEPT _____

ADDRESS _____

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POSITION APPLYING FOR _____ PHONE NUMBER _____

YOU SHOULD KNOW: If you go from one department to another you are again subject to probation that includes the possibility of being terminated without cause during the first six months in the new position. Depending on the Department, you may be subject to a background check or drug testing. While the County will make reasonable accommodation, you must, with such accommodation, be able to perform the essential functions of the position. Any falsifications on an application are ground for immediate termination upon discovery.

Please list the name and phone numbers of three references **who are not County Employees.**

_____	_____
_____	_____
_____	_____

Have you obtained your High School Diploma or G.E.D. Equivalent? Yes No

Please list any Post-Secondary Education and any Licenses, Endorsements, etc.

Have you read the Job Description attached to the Announcement? Yes No

If you have not, obtain one from Human Resources before answering the following questions:

Do you understand the essential functions of the job you are applying for? _____ Yes _____ No

Are you willing to perform those functions as described? _____ Yes _____ No

Will you accept the posted wage for the job you are applying for? _____ Yes _____ No

If this job requires any certifications or education,
are you willing to complete those as part of the
requirements for continued employment? _____ Yes _____ No

You do not require the permission of your supervisor to apply, it is your right. Carbon County is an EQUAL OPPORTUNITY EMPLOYER. Report any suspected violations immediately to the Personnel Officer. Attach a resume to this form if the announcement calls for one. Carbon County gives some preference to current employees but that preference is not absolute.

EMPLOYMENT HISTORY

Employer Name and Address _____

Supervisor Name, Title _____ Phone number _____

Duties or Responsibilities _____

Date Employed: From _____ To _____ Wage/Salary _____

Reason for Leaving:

Employer Name and Address _____

Supervisor Name, Title _____ Phone number _____

Duties or Responsibilities _____

Date Employed: From _____ To _____ Wage/Salary _____

Reason for Leaving:

Employer Name and Address _____

Supervisor Name, Title _____ Phone number _____

Duties or Responsibilities _____

Date Employed: From _____ To _____ Wage/Salary _____
Reason for Leaving: _____

CERTIFICATION AND RELEASE OF INFORMATION WAIVER

I certify that the information I provided in this application is complete and accurate to the best of my knowledge. I understand that any misrepresentation or omission of facts in this application disqualifies me from further consideration

I authorize CARBON COUNTY to investigate all statements contained in this application and understand that I may be required to provide verification (diploma, license, transcripts, etc.) of information contained in this application.

I understand that to be considered as a formal applicant, the position for which I am applying must be specifically identified as open, and recruitment for the position going on at the time this application is received by the Human Resources Department. Further, I understand that I have the right to review and respond to any information obtained by the COUNTY pursuant to this release and that I must make a written request to review and/or respond to this information.

By signing my name and submitting this application to the COUNTY, I acknowledge that I have read the certification and release for information and agree to abide by its terms.

Signature

Date