

Application for Employment

Pope County 100 West Main Street, Russellville, AR 72801

Please Read Before Filling Out This Application.

This application will be given consideration for 1 year.

The County of Pope does not discriminate in hiring or employment on the basis of race, color, religious creed, national origin, sex, ancestry or on the basis of age against persons whose age is forty or older. No question is asked with the intent to discriminate. When college education is required for the position for which you are applying, complete college transcript(s) must be submitted.

APPLICANT INFORMATION			DRIVERS LICENSE # _____		
Last Name		First	M.I.	Date	
Street Address			Apartment/Unit #		
City		State	ZIP		
Phone		E-mail Address			
Date Available		Social Security No.	Desired Salary		
For what position(s) are you applying?		Do you have any objections to wearing a uniform? <input type="checkbox"/> yes <input type="checkbox"/> no			
Are you a citizen of the United States?		YES <input type="checkbox"/> NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?		YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for Pope County?		YES <input type="checkbox"/> NO <input type="checkbox"/>	If so, when and where?		
Have you ever been convicted of an offense other than traffic violations?		YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, explain		
Employment Desired Full Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Any objection to working overtime? yes <input type="checkbox"/> no <input type="checkbox"/>					
Name(s) of relatives working for Pope County, if any. _____					
EDUCATION					
High School		Address			
		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
College		Address			
		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Other		Address			
		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Do you have any objections to working: Days? _____ Evenings? _____ Nights? _____ Weekends? _____ Holidays? _____					
REFERENCES – PLEASE LIST THREE PROFESSIONAL REFERENCES					
Full Name				Relationship	
Company				Phone ()	
Address & E-mail					
Full Name				Relationship	
Company				Phone ()	
Address & E-mail					
Full Name				Relationship	
Company				Phone ()	
Address & E-mail					

PREVIOUS EMPLOYMENT				
List present and past employment beginning with most recent. (Resume alone is not acceptable)				
Company			Phone ()	
Address			Supervisor	
Job Title		Starting Salary	\$	Ending Salary
				\$
Responsibilities				
From	To	Reason for Leaving		
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>				
Company			Phone ()	
Address			Supervisor	
Job Title		Starting Salary	\$	Ending Salary
				\$
Responsibilities				
From	To	Reason for Leaving		
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>				
Company			Phone ()	
Address			Supervisor	
Job Title		Starting Salary	\$	Ending Salary
				\$
Responsibilities				
From	To	Reason for Leaving		
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>				
What contributions do you feel you have made in your other employment? Trainings, Certifications, licenses, and skill set knowledge.				

MILITARY SERVICE				
Branch			From	To
Rank at Discharge			Type of Discharge	
If other than honorable, explain				
<i>I understand that I will be subject to pre-employment, random, post accident and reasonable suspicion drug testing.</i>				
SIGNATURE _____				
DISCLAIMER AND SIGNATURE			APPLICATION INVALID WITHOUT SIGNATURE	
I hereby authorize investigation of all statements contained in this application for employment. This investigation will be conducted in accordance with guidelines set forth by the Fair Credit Reporting ACT and that all information and facts received will be made available upon request. I understand that misrepresentation or omission of facts called for hereon will be sufficient cause for cancellation of consideration for employment or dismissal from County service if I have been employed. Applicant agrees that the filing of this application in no way obligates this County to employ Applicant and that in the event this application is accepted it is understood that the Applicant is not employed for any specific period of time and that the employment is at the will of the County. All County employees are "at will" employees and employment may be terminated at any time, without notice or liability of any kind (except for wages earned and unpaid) and with or without cause. No agent of Pope County has the authority to enter into any agreement that is in conflict with the "at will" policy or creates a property right to employment, entitlement to be hired or promoted, or an expectancy of continued employment.				
Signature			Date	