

Rate of pay expected per year in this position: \$ _____

EDUCATION HISTORY

High School Attended: _____ Highest Grade Completed: _____

Location of School: _____

If you did not graduate from high school, do you have a high school equivalency diploma? ____ Yes ____ No

if yes, give date received: _____ Check one: _____ GED
 _____ USAFI
 _____ Other

Name and Address	Years Completed?	Did you graduate?	Type of Degree or Certificate Received
COLLEGE Name: Location:			
GRADUATE WORK Name: Location:			
OTHER (i.e., business, secretarial, vocational, technical, military, etc.) Name: Location:			

RESUMES ARE ACCEPTED ONLY WITH THE COMPLETION OF THIS APPLICATION.

(An incomplete application form may cause you to be eliminated from the employment process.)

WORK HISTORY:

Give a **complete** record of your employment history including part-time work, military service and volunteer experience. List all experience in order, starting with your present or most recent position and working back. Describe your duties and responsibilities in each position thoroughly so that your experience may be thoroughly and fairly evaluated. Account for all periods of employment. Attach additional sheets documenting experience if necessary.

Dates of employment: _____ to _____ Mo./Yr. Mo./Yr. <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time If part-time, list hours per week: _____ Description of duties: _____ _____ _____	Name of employer: _____ Mailing address (including zip code): _____ _____ Job Title: _____	Name and title of immediate supervisor: _____ Reason for leaving: _____ Starting _____ Final _____ Salary: _____ Salary: _____ Your name when employed if different from present: _____ Number and titles of people you supervised: _____ _____ _____
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<p>Dates of employment: _____ to _____ Mo./Yr. Mo./Yr.</p> <p><input type="checkbox"/> Full-time <input type="checkbox"/> Part-time</p> <p>If part-time, list hours per week: _____</p> <p>Description of duties: _____ _____ _____</p>	<p>Name of employer: _____</p> <p>Mailing address (including zip code): _____ _____</p> <p>Job Title: _____</p>	<p>Name and title of immediate supervisor: _____</p> <p>Reason for leaving: _____</p> <p>Starting Salary: _____ Final Salary: _____</p> <p>Your name when employed if different from present: _____</p> <p>Number and titles of people you supervised: _____ _____</p>
<p>Dates of employment: _____ to _____ Mo./Yr. Mo./Yr.</p> <p><input type="checkbox"/> Full-time <input type="checkbox"/> Part-time</p> <p>If part-time, list hours per week: _____</p> <p>Description of duties: _____ _____ _____</p>	<p>Name of employer: _____</p> <p>Mailing address (including zip code): _____ _____</p> <p>Job Title: _____</p>	<p>Name and title of immediate supervisor: _____</p> <p>Reason for leaving: _____</p> <p>Starting Salary: _____ Final Salary: _____</p> <p>Your name when employed if different from present: _____</p> <p>Number and titles of people you supervised: _____ _____</p>
<p>Dates of employment: _____ to _____ Mo./Yr. Mo./Yr.</p> <p><input type="checkbox"/> Full-time <input type="checkbox"/> Part-time</p> <p>If part-time, list hours per week: _____</p> <p>Description of duties: _____ _____ _____</p>	<p>Name of employer: _____</p> <p>Mailing address (including zip code): _____ _____</p> <p>Job Title: _____</p>	<p>Name and title of immediate supervisor: _____</p> <p>Reason for leaving: _____</p> <p>Starting Salary: _____ Final Salary: _____</p> <p>Your name when employed if different from present: _____</p> <p>Number and titles of people you supervised: _____ _____</p>

May we contact the employers listed above? _____
 If not, indicate which one(s) you do not wish us to contact: _____

Use this space for any special qualifications you may have relevant to the position for which you are applying: _____

The statements made by me in this application are true and complete to the best of my knowledge. I understand that any willful misstatements or material omissions in this application will be sufficient cause to disqualify me from employment consideration with the County of Caroline. If such misstatements or omissions are found after employment, it will be considered grounds for dismissal. I understand that this completed application and any materials submitted with it are the property of Caroline County Government and will not be returned. In the case of a panel interview, which may consist of non-County employees, I authorize my application to be viewed by members of the panel. I also understand that any offer of employment is contingent upon the ability to produce documentation as required by the Immigration and Naturalization Service documenting eligibility for employment.

I authorize the release of any and all job-related information that the County of Caroline may request or any records pertaining to past employment which may now exist or in the future exist.

EMPLOYMENT AT WILL: If employed by Caroline County, I understand that my employment is for no definite period of time and may be terminated at any time.

Signature: _____

Date: _____

The information below will not be used for making employment decisions and will not be kept with your application for employment. It is needed for analysis and personnel research purposes only.

Check the appropriate blocks for the following:

Sex: Male Female
Are you disabled? Yes No

DEFINITION OF DISABLED: "Disabled person" means any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment or is regarded as having such an impairment.

- Racial or ethnic group with which you identify: (Check ONLY One)
- WHITE** (also includes persons of Arabian descent)
 - BLACK** (also includes Jamiacians, Bahamians and other Caribbeans of African, but not Hispanic or Arabian descent)
 - HISPANIC** (also includes persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish origin or culture)
 - ASIAN AMERICAN** (also includes Pakistanis, Indians and Pacific Islanders)
 - AMERICAN INDIAN** (also includes Alaskan Natives)

City/County of Residence:

If Caroline, which Magisterial District?

- Bowling Green
- Port Royal
- Madison
- Reedy Church
- Mattaponi

The following information will help us to learn of the most effective way of informing interested persons of the job opportunities with the County of Caroline. Please check **ONE** of the following as to how you learned of this employment opportunity with the County:

- From a friend/relative
- County website
- From a County employee
- Telephoned County office
- Cable television
- Newspaper (please list name) _____
- Professional journal (please list name) _____
- Other (please specify) _____