

OKANOGAN COUNTY

APPLICATION FOR EMPLOYMENT

(Equal Employment Opportunity Employer)

Name

Address

Email Address

Telephone

Mobile

Date Available for Employment

Position Applying For

If employed and under 18, can you furnish a work permit?	YES	NO
Have you ever been employed by this Employer?	YES	NO
Are you employed now?	YES	NO
May we contact your present employer?	YES	NO

If yes, give name:

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status?	YES	NO
Do you have a valid driver's license in this state?	YES	NO
Do you have a Commercial Drivers' License?	YES	NO

Class A Class B Class C N/A

Endorsements: (please list)

Can you perform the essential functions of the job(s) for which you are applying?	YES	NO
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Have you pled guilty or been convicted of a felony?	YES	NO
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(Please note that a "YES" answer will not bar you from consideration for employment.)

If yes, please explain;

Okanogan County is an equal employment opportunity employer. All applicants will be considered without regard to age, color, national origin, religion, sex or other protected status in accordance with applicable federal and state equal employment opportunity laws.

EDUCATION

	High School	College	Graduate
School Name			
Years Completed	9 10 11 12	1 2 3 4	1 2 3 4
Course of Study			

SPECIAL SKILLS, QUALIFICATIONS AND CONSIDERATIONS

Summarize special skills and qualifications, volunteer activities, military experience, employment or other activities related to the job you are seeking:

REFERENCES

List three (3) non-relatives who are familiar with your qualifications, work history, and ability.

	<u>Name</u>	<u>Occupation/Relationship</u>	<u>Years Known</u>	<u>Telephone</u>
1.				
2.				
3.				

EMPLOYMENT EXPERIENCE

Start with you present or last job. List your last 4 jobs in order. Do not omit any job.

1. CURRENT OR MOST RECENT POSITION:	
Company:	Full Address:
Position:	Length of time in position: Phone Number:
Start date with company:	End date with company:
Your last supervisor:	May we contact him/her regarding your performance?
Starting salary:	Ending salary:
Describe your major job duties in this position:	
Your reason for leaving this position?	

2. PREVIOUS POSITION HELD:

Company:	Full Address:
Position:	Length of time in position: Phone Number:
Start date with company:	End date with company:
Your last supervisor:	May we contact him/her regarding your performance?
Starting salary:	Ending salary:
Describe your major job duties in this position:	
Your reason for leaving this position?	

3. PREVIOUS POSITION HELD:

Company:	Full Address:
Position:	Length of time in position: Phone Number:
Start date with company:	End date with company:
Your last supervisor:	May we contact him/her regarding your performance?
Starting salary:	Ending salary:
Describe your major job duties in this position:	
Your reason for leaving this position?	

4. PREVIOUS POSITION HELD:

Company:	Full Address:
Position:	Length of time in position: Phone Number:
Start date with company:	End date with company:
Your last supervisor:	May we contact him/her regarding your performance?
Starting salary:	Ending salary:
Describe your major job duties in this position:	
Your reason for leaving this position?	

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION. ONLY THOSE APPLICATIONS THAT ARE SIGNED AND DATED ARE CONSIDERED VALID. IF YOU HAVE ANY QUESTIONS REGARDING THIS STATEMENT, PLEASE ASK THEM BEFORE SIGNING.

I certify that all answers and statements I have made on this application (and resume or other supplementary materials) are true and complete without omissions. I understand that any false information will be grounds for refusal to hire or for immediate discharge if I am employed. I authorize any of the persons or organizations named in this application to give you complete information and records regarding my employment, education, character and qualifications.

YES NO

I will be responsible for familiarizing myself with all rules and regulations of the Employer as they presently exist or are later modified. I recognize that my employment can be terminated, at the discretion of the Employer or at my option, without notice, at any time, except as specifically set forth in writing in a current individual employment agreement or collective bargaining agreement.

YES NO

I understand that nothing in this application, or in any prior or subsequent written or oral statement, creates a contract of employment or any rights in the nature of a contract. I agree and understand that if I am hired by Employer, my employment will be "at-will", for an indefinite period of time, and may be terminated at any time, with or without cause or notice, at the option of Employer or myself. I also understand that no representative of Employer has any authority to enter into any employment agreement for any specified period of time, or to assure me of any future position, benefits, or terms and conditions of employment, except as specifically stated in a current individual written agreement or collective bargaining agreement.

YES NO

I have read, understand and agree with the above.

Signature of Applicant

Date

APPLICANT AUTHORIZATION FOR RELEASE OF INFORMATION

As an applicant for a position with Okanogan County, I hereby authorize any employers or supervisors, educational institutions, personal references and/or other persons to release information about my work and educational history for use in determining my qualifications for this position. This release of information covers a criminal background check and my employment record in general including information on the following questions:

1. Date of employment;
2. Position held when started and left;
3. The quality of my work;
4. The quantity of my work;
5. My attendance habits (excluding workers' compensation, pregnancy and other protected absences);
6. My relationship with co-workers and supervisors;
7. My attitude toward work (cooperative? positive? etc.);
8. Reason for leaving;
9. Eligibility for re-hire;
10. Strong points;
11. Weak points;
12. Whether I have had outbursts of temper, threatened, provoked fights with or assaulted other, engaged in hostile or violent behavior, have a criminal record or any traits that would present security or safety issues for others
13. Other relevant information regarding my performance, skills, ability, and suitability for employment sought, etc.

All former employers who provide such information are indemnified and released from liability arising from such disclosures.

Signature of Applicant

Date

(Print Name)

Okanogan County Prosecuting Attorney's Office
SUPPLEMENTAL QUESTIONNAIRE

Name:

Date:

Length of Time at Residence:

Length of Time in Okanogan County:

Are you eligible for employment in the United States:

Yes

No

Please complete the following information & attach to your application for employment.

A. Briefly complete the following information for each of the employers you have listed on your Application for Employment:

Employer 1: (current or most recent):

Decision Making: Please explain the independent decisions you are required to make while performing the regular duties of this job:

Confidentiality: Please explain any situations/conditions where you are required to maintain confidentiality while performing the regular duties of this job:

Employer 2: (previous position held):

Decision Making: Please explain the independent decisions you are required to make while performing the regular duties of this job:

Confidentiality: Please explain any situations/conditions where you are required to maintain confidentiality while performing the regular duties of this job:

Employer 3: (previous position held):

Decision Making: Please explain the independent decisions you are required to make while performing the regular duties of this job:

Confidentiality: Please explain any situations/conditions where you are required to maintain confidentiality while performing the regular duties of this job:

Employer 4: (previous position held):

Decision Making: Please explain the independent decisions you are required to make while performing the regular duties of this job:

Confidentiality: Please explain any situations/conditions where you are required to maintain confidentiality while performing the regular duties of this job:

B. Briefly describe your office skills and any equipment you can operate:

C. Briefly describe your experience with Windows and Office including Word and Excel, any other software applications and any experience you have had with case management programs:

D. Briefly describe any experience you have in the legal field and/or criminal law area that would make you a good candidate for this position:

E. Briefly describe any other qualifications, qualities or skills that would make you a good candidate for this position, including foreign languages:

F. What are your reasons for seeking employment and why should you be considered?

G. What career goals have you set for yourself over the next five years?

H. Occasionally you will have to deal with individuals in very stressful situations that may be extremely upset, agitated and/or very unwilling to cooperate. What experience do you have in dealing with these situations and how would you handle these people?

I. You may have regular occasion where you are required to handle a heavy workload, perform under short deadline demands and do more than two things at one time. What experience do you have in working under these conditions and how does this reflect on your quality of work, work habits, personality, etc.?

J. Have you had any previous experience in working with individuals of diverse ethnic backgrounds, lifestyles/economic standards or ages? Do you speak any foreign languages or possess any special skills?

K. Have you ever been convicted of a crime? Yes No

L. Have you ever been involved in a court action in Okanogan County? Yes No

M. Do you have any friends, relatives or roommates who are presently employed with Okanogan County? Yes No If yes, please state his/her name and relationship:

N. Do you have any questions or concerns or comments regarding employment in this position?

I hereby authorize Okanogan County to contact any sources to verify and obtain information in assessing my qualifications, character, suitability and competence to include but not limited to past/present employers and references unless otherwise specified. I certify that there are no misrepresentations or falsifications on my application for employment or any supporting or attached documents and am aware any misstatements may cause rejection of my application, disqualification from competing for, or discharge from any employment with this agency.

Dated:

Signature: