

CROOK COUNTY EXTENSION EMPLOYMENT APPLICATION

Crook County Extension is committed to providing equal employment opportunities and a work environment free from harassment to all individuals without regard to race, creed, color, religion, ancestry, national origin, sex, age, disability (except where disability is a bona fide occupational disqualification), veteran status, or other factors identified and protected by federal, state, and local legislation. This includes, but is not limited to recruitment, selection, compensation, benefits, training, placement, promotions, terminations, and leaves of absence.

PERSONAL INFORMATION

Please Use Additional Sheets If Needed

Name: _____

Mailing Address: _____ Home Phone #: _____

Physical Address: _____ Cell Phone #: _____

E-mail Address: _____ Business Phone #: _____

Are you a licensed driver? Yes No Are you age 18 or over? Yes No

Are you legally authorized at the time of hire to work in the United States? Yes No

PLACEMENT INFORMATION

Position Applying for: _____

Salary Requirements: _____ per hour month annum

Date Available to Start: _____ Status desired: Full Time Part Time Seasonal

How did you learn of this opening? _____

Related Skills: (list only those pertinent to the position applying for)

EDUCATION

<u>School Name, City & State</u>	<u>Last Year Completed</u>	<u>Did you Graduate?</u>	<u>Major Course of Study or Degree Obtained</u>
High School _____	Y	N	_____
College _____	Y	N	_____
Post Graduate _____	Y	N	_____

Career Education: (Additional Courses, Trade Schools, Seminars, etc.) Briefly describe course, length of program & when it was completed:

Have you ever been convicted of any law violation (including any plea of "guilty" or "no contest" or whether you are currently subject to a deferred sentence) except a minor traffic violation? Yes No

If yes, state the crime(s) you were convicted of and explain the date, location, nature, and facts surrounding each conviction. Use an attachment sheet if necessary.

A conviction or deferment does not automatically disqualify you from employment, since the nature and date of the offense, the job for which you are applying, and other factors will be considered.

Have you applied, or been employed with Crook County before? Yes No

If yes, please explain: _____

Languages Spoken, Written or Read (note fluency): _____

PLEASE READ CAREFULLY

The information provided on this application is accurate to the best of my knowledge and is subject to verification. I understand that proof of U.S. permanent residency or authorization to work in the U.S. is required upon employment. I understand that I must answer truthfully all of the questions on this application. I also understand that if I do not, I may be refused employment or terminated if I am a current employee.

If employment results from this application, I understand that additional personal data will be required to determine if I am eligible for benefits and for statistical/ governmental reporting purposes.

I understand and acknowledge that prior to employment, should my position require the handling of cash and monies, I may be subject to a criminal background investigation.

I authorize all previous employers and listed references to furnish whatever information they may have regarding my employment and my reason for leaving.

I will be required to serve a probationary period during which time I may be terminated.

I understand that my employment and compensation with Crook County is at will and can be terminated, with or without cause, and with or without notice, at any time, at the option of either the employer or myself.

Applicant's Signature

Date

Is the Cover Letter attached? Yes No

Is a Resume attached? Yes No

Are 3 letters of recommendation attached? Yes No

Return all materials to Bill Taylor, Weston County Extension Office, 1225 Washington Blvd, #4, Newcastle, WY 82701.