

Peach County

Application for Employment Pre-Employment Questionnaire

For County Use Only

Date Application Received	Department

Date of Application			
Position Applied For	Status	Minimum Salary Acceptable	Date Available
	<input type="checkbox"/> Full-time <input type="checkbox"/> Temporary	\$	

Personal Information

Last Name		First Name		MI	Social Security Number
Street Address/Mailing Address		City		State	Zip Code
Home Phone	Work Phone		Mobile/Pager		E-mail Address
()	()		()		
Are you 18 years or older?			Are you a US citizen or are you legally authorized to work in the US?		
<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Referred by:			To your knowledge, do you have any relatives working for Peach County?		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you ever been convicted of a criminal offense?			Is so, please explain:		
<input type="checkbox"/> Yes <input type="checkbox"/> No					

Education

High School:				
Name/Location of School			Received:	
			<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Other <input type="checkbox"/> None	
College, Job-related Training, or Course Work: List relevant certifications and attach documentation.				
Name of School	Location	Dates Attended	Major/Course of Study	Degree/Training
		/		
		/		
		/		
		/		
Knowledge, Skills & Abilities (KSA's). Attach documentation.				
List KSA's you possess and believe relevant to the position you seek , such as operating heavy equipment, computer skills, public safety experience, etc.				

Previous Employment

Describe your work experience in detail, beginning with your current or most recent job.

(1) Current (or Last) Employer		Job Title		Supervisor
Street Address		Dates of Employment		Phone Number
		/		()
City	State	Zip Code	Supervisory Experience?	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Describe duties and responsibilities:				
Reason for leaving:				

(2) Next Previous Employer		Job Title		Supervisor
Street Address		Dates of Employment		Phone Number
		/		()
City	State	Zip Code	Supervisory Experience?	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Describe duties and responsibilities:				
Reason for leaving:				

(3) Next Previous Employer		Job Title		Supervisor
Street Address		Dates of Employment		Phone Number
		/		()
City	State	Zip Code	Supervisory Experience?	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Describe duties and responsibilities:				
Reason for leaving:				

(4) Next Previous Employer		Job Title		Supervisor
Street Address		Dates of Employment		Phone Number
		/		()
City	State	Zip Code	Supervisory Experience?	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Describe duties and responsibilities:				
Reason for leaving:				

References

Please list one personal reference, one business reference and one previous employer reference:

Personal Reference			
Name	Address	Phone Number	Years Acquainted
		()	
Business Reference			
Business Name	Address	Phone Number	Contact Person
		()	
Previous Employer Reference			
Previous Employer	Contact Person	Phone Number	Employment Dates
		()	/

Emergency Contact

In case of an emergency, notify:			
Name	Address	Phone Number	Relationship
		()	

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed; falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, and release all parties from all liability for any damages that may result from furnishing same to you. I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without prior notice and without cause.

Peach County has an alcohol and drug policy that requires pre-employment testing and allows for random testing.

Peach County has a driving policy and applicant is responsible for submitting a current three (3) year driver's history if the position applied for requires the operation of a motor vehicle in the performance of official duties.

Peach County has an employment probationary period of six (6) months.

Signature

Date

Equal Employment Opportunity Information

Peach County is an Equal Employment Opportunity employer. We conduct all employment-related activities without regard to race, color, sex, religion, age, national origin, creed, disability, or any other classification protected by applicable State or Federal employment discrimination laws.

Position for which you are applying:		Date of Application	
Date of Birth	Age	Sex	
		<input type="checkbox"/> Male <input type="checkbox"/> Female	
Race: (Check only one)			
<input type="checkbox"/> White (Non-Hispanic) <input type="checkbox"/> African American (Non-Hispanic) <input type="checkbox"/> Hispanic <input type="checkbox"/> Native American <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Other (Specify) _____			

This page will not be included with your employment application and is used for Equal Employment Opportunity Commission (EEOC) compliance purposes only.

CONSENT TO OBTAIN CRIMINAL HISTORY

I hereby authorize the Board of Commissioners of Peach County to receive any Georgia criminal history record information pertaining to me which may be in the files of any state or local criminal justice agency in Georgia.

Full Name (print)

Address

Sex

Race

Date of Birth

Social Security Number

Signature

Date

Special employment provisions (AT LEAST ONE BLOCK MUST BE CHECKED)

- Criminal Justice Employment (Sworn Personnel) (Purpose code "Z")
- Criminal Justice Employment (Civilian Personnel) (Purpose code "J")
- Other authorized Non-Criminal Justice purposes (Purpose code "E")
- Employment with children (Purpose code "W")
- Employment with mentally disabled (Purpose code "M")
- Employment with elder care (Purpose code "N")

One of the following must be checked:

This authorization is valid for 90 / 180 / _____ (Circle one) days from date of signature.

I, _____ give consent to the Board of Commissioners of Peach County to perform periodic criminal history background checks for the duration of my employment with the Board of Commissioners of Peach County.

Signature

*

Signature of Parent/Guardian

* *Parental/Guardian consent is required for applicants under age 18.*

Notice: unless all blanks are completed on this form and the form is notarized no information will be released.

Sworn To And Subscribed Before Me

This _____ Day of _____, 20____

Notary Public

Board of Commissioners of Peach County
Employment Application

"We are an Equal Opportunity Employer And a Drug Free Workplace!"