

**HENRY COUNTY
APPLICATION FOR EMPLOYMENT
(Pre-Employment Questionnaire) (An Equal Opportunity Employer)**

This application for Employment will be void after ninety (90) days. If you want to be considered after that time, you must complete a new Application for Employment.

**You must fully and accurately complete this application for employment.
Incomplete applications will not be considered.**

PERSONAL INFORMATION

Name _____ Date _____
last first middle SS# _____

Address _____
street city state zip code

Phone Number _____ Referred by: _____

____ Yes ____ No If you are under 18 years of age, can you provide required proof of your eligibility to work?

____ Yes ____ No If you are hired, can you supply the required documentation to verify your lawful right to work in the United States?

____ Yes ____ No Have you ever been convicted of a felony? If yes, explain:

EMPLOYMENT DESIRED

Position _____ Date you can start _____ Salary Desired _____

Circle one: Full-time, Part-time, Temporary, Educational Coop-student

Are you employed now? _____ If so, may we inquire your present employer? _____

Ever applied to this County before? _____ Where? _____ When? _____

EDUCATION	NAME OF SCHOOL	NO. OF YEARS ATTENDED	DID YOU GRADUATE	SUBJECTS STUDIED
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High School

College

Trade, Business, or

Correspondence School

(Continued on other side)

FORMER EMPLOYERS (Most recent Employer first)

Date Month and Year	Name, Address and Phone # of Employer	Salary	Position	Reason For Leaving
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From _____

To _____

From _____

To _____

From _____

To _____

From _____

To _____

Which former employers can we contact for a reference regarding your job performance? _____

REFERENCES: Give the names of three persons not related to you whom you've known at least one year.

Name	Address/Phone No.	Occupation	Years Acquainted
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1. _____

2. _____

3. _____

In case of Emergency notify: _____
Name Address Phone No.

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, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

I understand that nothing in this employment application, the granting of an interview or my subsequent employment with the County is intended to create an employment contract with the County and myself and does not bind either party for any specific period regarding employment. I understand that if I am hired, my employment will be conditional for up to three months pending the results of a Criminal Background Check.

If employed, I will be required to provide original documents that verify my identity and right to work in the United States under the Immigration Reform and Control Act (IRCA) of 1986. The document(s) provided will be used for completion of Form I-9.

In consideration of my employment, I agree to comply with all rules, regulations and employment policies of the employer. I hereby acknowledge that I have read and agree to the above statements.

Date _____ Signature _____

DO NOT WRITE BELOW THIS LINE

Interviewed by _____ Date _____

Hired _____ Yes _____ No _____ Position _____ Dept. _____

Salary/Wage _____ Date Reporting to Work _____

Approved: _____ Department Head