

**Equal Opportunity Information:**

County Government policy prohibits discrimination based on race, sex, color, creed, national origin, age, handicap or disability. The information requested below will in no way affect you as an applicant. Its sole use will be to see how well our recruitment efforts are reaching all segments of the population and will be used for equal employment statistical information only.

Date of Birth  -  -  (mo) (day) (year)

Check One  
SEX  M (male)  F (female)

**ETHNIC GROUP**

1.  White (non-Hispanic)
2.  Black (non-Hispanic)
3.  Hispanic (Mexican, Puerto Rican, Cuban, Central or South American, other Spanish origin regardless of race)
4.  Asian (including Pacific Islander)
5.  American Indian (including Alaskan native)

**Tear this portion off for HR before delivery to department**



**HAYWOOD COUNTY**  
215 N. Main Street  
Waynesville, NC 28786  
Telephone: (828) 452-6764  
FAX: (828) 452-6636

**APPLICATION FOR EMPLOYMENT**

**EQUAL OPPORTUNITY EMPLOYER:**

*It is the policy of the County of Haywood to provide equal opportunity without discrimination as to race, color, creed, religion, sex, national origin, age, handicap or disability.*

**INSTRUCTIONS:** Answer every question clearly and completely - Type or print plainly.

**PERSONAL INFORMATION:**

Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
First Middle Last Area Code

Home Address \_\_\_\_\_  
Street City Zip

In case of emergency notify \_\_\_\_\_  
Name Address

Phone w/Area Code (\_\_\_\_) \_\_\_\_\_ Relationship \_\_\_\_\_

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**GENERAL:**

POSITION APPLIED FOR \_\_\_\_\_ Referred by \_\_\_\_\_

Have you ever applied for work or been employed by Haywood County? \_\_\_\_\_ When \_\_\_\_\_

If subject to Military Selective Service registration certify compliance by initialing here \_\_\_\_\_

Do you know of any reason why you cannot perform the essential duties of the job for which you are applying, with or without reasonable accommodations?  Yes  No

**EDUCATION:**

(Circle the highest grade completed) 1 2 3 4 5 6 7 8 9 10 11 12 GED College 1 2 3 4 Graduate School 1 2 3 4

TYPE OF SCHOOL	NAME	LOCATION	DATES ATTENDED (MO/YR) FROM: TO:	GRADUATE?	MAJOR & DEGREE RECEIVED
High School				Yes <input type="checkbox"/> No <input type="checkbox"/>	
College/University				Yes <input type="checkbox"/> No <input type="checkbox"/>	
Graduate or Professional				Yes <input type="checkbox"/> No <input type="checkbox"/>	
Other educational, including business or vocational schools.				Yes <input type="checkbox"/> No <input type="checkbox"/>	

Current professional status (List fields of work for which you have been registered/certified)  
Registration: \_\_\_\_\_ State: \_\_\_\_\_ No. \_\_\_\_\_

**SPECIAL SKILLS:** (List any special skills you possess, or machines and equipment you can use)

Drivers License: Number: \_\_\_\_\_ State: \_\_\_\_\_ Words Per Minute: Typing: \_\_\_\_\_ Shorthand: \_\_\_\_\_ Other: \_\_\_\_\_

**Condition of Employment:** Following the interview and selection process for this position, appointment will be contingent upon the completion of a reference & criminal background check. A driving history will be obtained through the Department of Motor Vehicles if the employee will be operating a county vehicle. A credit report may be required for positions that require fiscal responsibility or handling County funds, and a separate authorization for this report will be required. Educational transcripts and certifications may also be required upon request. Once employed, either the employee or Haywood County can terminate the relationship at will, with or without cause at any time, except as specified within the policy manual, so long as there is no violation of applicable federal or state law.

**THIS SIDE MUST BE COMPLETED EVEN  
IF YOU ATTACH A RESUME**

**Thank You**

**PREVIOUS EMPLOYMENT:** Last employer first - If never employed, list three personal references.  
permission.

*NOTE: It is Haywood County policy to contact present employers without express*

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<b>WORK HISTORY</b> (include volunteer experience) Use additional sheets if necessary. As you describe your work history experiences, make sure you highlight your competencies which demonstrate your qualifications for the position for which you are applying.				
Current or Last Employer:		Address:		
Job Title:		Supervisor's Name	Telephone Number	No. Supervised by you:
Date Employed (mo/yr)	Starting Salary \$ per	Ending or Current Salary \$ per	Reason for Leaving	May We Contact Employer <input type="checkbox"/> Yes <input type="checkbox"/> No
Date Separated (mo/yr)	List major duties that demonstrate your competencies related to the position for which you are applying in order of their importance in the job:			
Full Time    Years    Months				
Part Time    Years    Months				
If part time, number of hours worked per week:				
Employer:		Address:		
Job Title:		Supervisor's Name	Telephone Number	No. Supervised by you:
Date Employed (mo/yr)	Starting Salary \$ per	Ending or Current Salary \$ per	Reason for Leaving	
Date Separated (mo/yr)	List major duties that demonstrate your competencies related to the position for which you are applying in order of their importance in the job:			
Full Time    Years    Months				
Part Time    Years    Months				
If part time, number of hours worked per week:				
Employer:		Address:		
Job Title:		Supervisor's Name	Telephone Number	No. Supervised by you:
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Date Separated (mo/yr)	List major duties that demonstrate your competencies related to the position for which you are applying in order of their importance in the job:			
Full Time    Years    Months				
Part Time    Years    Months				
If part time, number of hours worked per week:				

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Have you ever been convicted of a misdemeanor or felony offense other than a minor traffic violation, including DUI/DWI? A conviction does not mean you cannot be hired. The offense and how recently you were convicted will be evaluated in relation to the job for which you are applying.  Yes  No (If yes, explain fully on an additional sheet.)

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**CHARACTER REFERENCES:** Do not list mere acquaintances, previous employers, or relatives by blood or marriage. References should be persons who know you well, either personally or in business.

NAME	POSITION & COMPANY	ADDRESS	PHONE

If chosen for a position with Haywood County, when will you be available for work? \_\_\_\_\_  
 What hours/shifts are you available to work? \_\_\_\_\_  
 Can you work overtime if required?  YES  NO

**CERTIFICATION OF APPLICANT:**  
 I hereby certify that all answers and statements in this application are true and given of my own free will. I understand that this information is subject to verification and permission is given to contact current and/or former employers. I am aware that should investigation disclose misrepresentation or falsification, I may be dismissed.

Signature \_\_\_\_\_ Date \_\_\_\_\_