



Natrona County, Wyoming

APPLICATION FOR EMPLOYMENT

Today's Date: _____

I. POSITION APPLYING FOR: _____
Full-Time ___; Part-Time ___; Temporary ___.

Name in Full: _____
Last First MI

Current Address: _____

Telephone: _____ Salary Desired: _____

II. LIST OF PRIOR EMPLOYERS. MOST RECENT FIRST:

A. Firm: _____ Telephone: _____

Dates of Employment: From: _____ To: _____

Address: _____

Position Held: _____ Describe Duties: _____

Starting Salary: _____ Final Salary: _____

Reasons for Leaving: _____

Supervisor: _____ May we contact?: Yes _____ No _____

B. Firm: _____ Telephone: _____

Dates of Employment: From: _____ To: _____

Address: _____

Position Held: _____ Describe Duties: _____

Starting Salary: _____ Final Salary: _____

Reasons for Leaving: _____

Supervisor: _____ May we contact?: Yes _____ No _____

C. Firm: _____ Telephone: _____

Dates of Employment: From: _____ To: _____

Address: _____

Position Held: _____ Describe Duties: _____

Starting Salary: _____ Final Salary: _____

Reasons for Leaving: _____

Supervisor: _____ May we contact?: Yes _____ No _____

III. EDUCATION:

	<u>Name</u>	<u>Address</u>	<u>Years Attended</u>	<u>Did you Graduate?</u>	<u>Degree</u>
High School:	_____	_____	_____	_____	_____
Post High School or Technical:	_____	_____	_____	_____	_____

IV. BUSINESS/PROFESSIONAL REFERENCES:

	<u>Name</u>	<u>Address</u>	<u>Telephone</u>	<u>Position Held</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

V. GENERAL:

A. Can you perform the essential functions of the position for which you are applying?
Yes _____ No _____ If yes, please describe: _____

B. Person to contact in case of emergency:
Name: _____ Telephone: _____
Address: _____
Relationship to you: _____

C. Have you been convicted of a felony within the past seven years?

Yes _____ No _____. If yes, please explain: _____

Note: prior conviction will not necessarily bar employment with Natrona County.

D. Have you ever been employed by Natrona County or one of its affiliated departments or boards?

Yes _____ No _____. If yes, provide name of entity and dates: _____

E. Are you prevented from lawfully becoming employed because of Visa or Immigration status?

Yes _____ No _____.

F. Do you have a relative employed in a supervisory capacity in the department or board from which you are seeking employment? Yes _____ No _____. If yes, whom and in what capacity?

G. Summarize special skills and qualifications: _____

Keyboard speed: _____ Can you operate a PC? _____

Calculator: _____

H. If applicable for the position, driver's license number: _____;

State of issue: _____; Expiration date: _____; Class _____.

Natrona County, Wyoming, and its affiliated departments and boards, does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the employment or provisions of service.

I understand that by signing this application, and accepting employment (either full-time, part-time or temporary), I am an Employee At Will, whose employment may be terminated at any time, with or without cause, unless specifically modified by a written contract of employment or statutory provision.

I certify that answers given herein are true and complete to the best of my knowledge; and I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. In the event of my employment, I understand that false or misleading information given in my application or interview(s) may result in disciplinary action that could lead to termination of my employment.

Signature: _____ Today's date: _____.

FOR NATRONA COUNTY USE ONLY

INTERVIEWER'S COMMENTS: _____

Signature: _____ Today's Date: _____.

Employed: Yes _____ No _____.

Employment Date: _____ Location of employment: _____.

Hourly Rate/Salary: _____.