



APPLICATION FOR GENERAL EMPLOYMENT

Mesa County Human Resources/Personnel
 P.O. Box 20,000
 Grand Junction, Colorado 81502-5021
 (970) 244-1856 (General Information)
www.mesacounty.us

Application MUST be completed in full. Failure to complete the Application fully may result in your Application being rejected.
 Please read the affidavit, sign and date and application prior to submitting to Mesa County Human Resources/Personnel.

MESA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

PERSONAL DATA:

POSITION APPLYING FOR: _____ DEPARTMENT: _____ Date: _____

Name: _____
 (Last) (First) (Middle)

Address: _____
 (Street) (City/State) (Zip Code)

Home Telephone: _____ Daytime Telephone: _____

E-Mail Address: _____

Are you legally permitted to work in the United States? Yes No

Date available for work: _____ Where did you learn about this opening? _____

Are you currently involved in or have you ever been convicted of, admission to, or a plea of nolo contendere to any law violation (other than minor traffic offenses)? Yes No

If yes, please give details: _____

Have you ever been employed by Mesa County? Yes No

If yes, what department? _____ When? _____

Are you related to anyone currently employed by Mesa County? Yes No

If yes, name of relative: _____

Department: _____ Relationship: _____

EDUCATION:	9	10	11	12	13	14	15	16	16+
Please circle the highest grade completed:									
Name & Address of High School:	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No								
	GED/Equivalent? <input type="checkbox"/> Yes <input type="checkbox"/> No								
Name & Address of College/University:	Dates Attended: From: _____ To: _____								
	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No								
College Major: _____ Type of Degree Earned: _____									
Name & Address of College/University:	Dates Attended: From: _____ To: _____								
	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No								
College Major: _____ Type of Degree Earned: _____									

OFFICE EXPERIENCE/SKILLS:

Typing/Keyboarding: Yes No WPM: _____

Transcription/Dictaphone: Yes No Proficient? Yes No

Ten Key: Yes No Touch? Yes No Sight? Yes No

Software Product:	Version:	Beginning	Intermediate	Advanced
Other Office Equipment Known:	Type:			

TECHNICAL KNOWLEDGE/EXPERIENCE/SKILLS:

<input type="checkbox"/> Asphalt/Paving	<input type="checkbox"/> Cement Finishing	<input type="checkbox"/> Forestry	<input type="checkbox"/> Painting
<input type="checkbox"/> Automotive	<input type="checkbox"/> Construction	<input type="checkbox"/> Heavy Equipment	<input type="checkbox"/> Plumbing
<input type="checkbox"/> CAD	<input type="checkbox"/> Drafting	<input type="checkbox"/> Horticulture	<input type="checkbox"/> Welding
<input type="checkbox"/> Carpentry	<input type="checkbox"/> Electrical	<input type="checkbox"/> Other: _____	

LICENSES AND CERTIFICATIONS:

Professional/Trade: _____ Level: _____ Issued By: _____ Expires: _____

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LIST ANY FOREIGN LANGUAGE AND YOUR LEVEL OF ABILITY FOR EACH, BY PLACING AN "X" IN THE PROPER COLUMN.

Language	Reading			Speaking			Understanding			Writing		
	Exc	Good	Fair	Exc	Good	Fair	Exc	Good	Fair	Exc	Good	Fair

DRIVING RECORD (Required):

Give the following information concerning your vehicle operator's license(s):

State of Issue:	Type:	Expiration Date:	License Number:

For the last 10 years, describe in brief, any traffic violations/accidents in which you were involved. Give dates and locations:

Date of Accident:	Location (City/State):	Briefly Describe Accident	Disposition:

Has your license ever been suspended, revoked or expired? Yes No

If yes, please provide dates of suspension, revocation or expiration and explain why this occurred: _____

REFERENCES: Only include individual familiar with your WORK ability -- DO NOT LIST RELATIVES.

Employment Reference Name:	Years Known:	Occupation:
Complete Address, City, State & Zip Code:	Home Telephone Number (including area code):	
	Business Telephone Number (including area code):	
Is this their Business Address: <input type="checkbox"/> Home Address: <input type="checkbox"/>		

Employment Reference Name:	Years Known:	Occupation:
Complete Address, City, State & Zip Code:	Home Telephone Number (including area code):	
	Business Telephone Number (including area code):	
Is this their Business Address: <input type="checkbox"/> Home Address: <input type="checkbox"/>		

Employment Reference Name:	Years Known:	Occupation:
Complete Address, City, State & Zip Code:	Home Telephone Number (including area code):	
	Business Telephone Number (including area code):	
Is this their Business Address: <input type="checkbox"/> Home Address: <input type="checkbox"/>		

WORK HISTORY/EMPLOYMENT RECORD

Start with your present or most recent position and work backwards chronologically through your experience through **the last ten (10) years** (including part-time, temporary or seasonal employment and any military service).

Please identify by month and year any period of unemployment.

Attach additional sheets, if necessary and a resume if you desire.

Every effort will be made to contact previous employers; therefore, it is critical that the correct telephone numbers are provided.

THIS SECTION (INCLUDING ANY ATTACHED SHEETS)

MUST BE COMPLETED IN FULL WHETHER OR NOT A RESUME IS INCLUDED.

CURRENT or MOST RECENT EMPLOYER		
Are you currently working for this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, may we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		
From: (Month/Year):	Name of Employer:	Job Title:
	Name of Supervisor:	
To: (Month/Year/):	Employer Address, City, State & Zip Code:	Description of Duties:
Ending Salary:	Employer Telephone Number:	Reason for Leaving? (Be specific):
Employment Type: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Voluntary (Paid or Non-Paid)? _____		

From: (Month/Year):	Name of Employer:	Job Title:
	Name of Supervisor:	
To: (Month/Year/):	Employer Address, City, State & Zip Code:	Description of Duties:
Ending Salary:	Employer Telephone Number:	Reason for Leaving? (Be specific):
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Ending Salary:	Employer Telephone Number:	Reason for Leaving? (Be specific):
Employment Type: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Voluntary (Paid or Non-Paid)?		

Were you ever discharged, asked to resign, or put on inactive status by **any** employer? Yes No

Name of employer(s)? _____

If yes, please explain: _____

Did you resign (quit) after being informed your employer intended to discharge (terminate) you for any reason? Yes No

Name of employer(s)? _____

If yes, please explain: _____

CERTIFICATION

I certify that the answers given by me to the foregoing questions and statements are true and correct without consequential omissions of any kind. I understand and agree that any misleading or incorrect statements or omissions may render this application void, and if employed, could be cause for termination and this employer shall not be liable in any respect for such action or termination.

RELEASE

I authorize the companies, schools or persons named above to give any information regarding my employment, character and/or qualifications. I authorize Mesa County to conduct a background investigation pertaining to my suitability for employment which may include a criminal history check. As such, I hereby authorize Mesa County, within 90 days of the date stated below, to obtain copies of any and all information in your files concerning any conviction that I may have and/or my education, academic achievement, school/work attendance, personal history, work performance, investigation, reports, discipline, and any and all reports, records or documents kept or maintained regarding myself, regardless of whether the information released may be derogatory in nature, **including any files which are deemed to be confidential, and/or sealed.** I hereby authorize Mesa County to obtain said information regardless of any agreement I may have made to the contrary. Mesa County is requesting the information pursuant to this Release in order to process my Application for General Employment; Mesa County will discontinue processing my application if the information is not disclosed. This Release is executed with full knowledge and understanding that the information is for the official use of Mesa County. I authorize the reports, records and documents, in whatever form, to be read, reviewed and/or photocopied. I hereby release said companies, schools or persons from all liability for any damage for issuing this information. A photocopy of this document shall be deemed as an original.

I HAVE READ, UNDERSTAND AND BY MY SIGNATURE, CONSENT TO THESE STATEMENTS.

SIGNATURE: _____

PRINT NAME: _____ DATE: _____

Mesa County HR/Personnel
PO Box 20,000
Grand Junction, CO 81502-5021

Please complete your
name and mailing address:



Notice of Job Application Received

Thank you for your interest in employment with Mesa County. Your application has been received and will be reviewed. We will contact you ONLY if you are among the candidates selected for an interview and/or testing.

**Mesa County Human Resources/Personnel Dept
PO Box 20,000
Grand Junction, CO 81502-5021**

PERSONAL INFORMATION QUESTIONNAIRE

Completion of this form is voluntary.
The following information is for government record keeping and reporting purposes.

**This form is CONFIDENTIAL and will NOT be included with your application
and will have NO bearing upon the process of considering you for employment.**

Today's Date: _____

Name: _____

Birthdate (Month/Day/Year): _____

Job Applying For: _____

GENDER:

- Female
 Male

RACE:

- White - origins in Europe, North Africa or Middle East
 Asian - origins in Far East, Southeast Asia, India or Pacific Islands
 Black - origins in Africa
 Hispanic - origins in Mexico, Puerto Rico, Cuba, Central or South America
 American Indian - origins in North America, to include Alaska
 Other

PHYSICAL CONDITION:

- Not Disabled
 Disabled

VETERAN/U.S. MILITARY STATUS:

- Non-Veteran
 Veteran

ACTIVE NATIONAL GUARD OR RESERVIST:

- Yes
 No

Information on this page will NOT be kept in your applicant file.