

Heard County Government  
215 E. Court Square, Rm. # 15  
Franklin, Georgia 30217

Telephone: (706) 675-3821  
Fax: (706) 675-2493

Internet Address: www.heardcountyga.com

# APPLICATION FOR EMPLOYMENT

Position or Job Title Applied For: \_\_\_\_\_

• Human Resources Department, Heard County Courthouse, 215 E. Court Square, Franklin, Georgia 30217 •

We consider applicants for all positions without regard to race, color, sex, religion, national origin, age, marital or veteran status, the presence of a disability or any other legally protected status.

## Personal Data

Last Name First (given) Middle Other name(s) under which you have been employed

Address: Street Apt # City State Zip Code E-mail Address

Telephone: \_\_\_\_\_  
Business Residence Social Security Number

WILL YOU ACCEPT: Temporary Work?  Part-Time Work?  Shift Work?  Weekend/Holiday?

What is the minimum salary you will accept for this position? \_\_\_\_\_

Are you 18 years old or older? \_\_\_\_\_ Are you eligible to work in the United States either because you are a U. S. citizen or have U.S. government permission to do so?  No  Yes

NOTE: If offered employment you will be required to provide documentation to verify employment eligibility. Failure to provide the requested documentation may result in a determination that the applicant is ineligible for employment in the United States.

Have you ever worked for us before?  No  Yes If yes, when and where? \_\_\_\_\_

Give name, relationship, & department of any relatives currently employed with Heard County Government \_\_\_\_\_

Are you able to perform the job duties listed for the position *you* are applying for without an accommodation?

Yes  No If no, what accommodation is needed? \_\_\_\_\_

If required by this position, do you have a valid driver's license?  No  Yes

License # \_\_\_\_\_ Type \_\_\_\_\_ State \_\_\_\_\_

Have you had any traffic violations in the past 3 years?  No  Yes If yes, type of offense and dates: \_\_\_\_\_

Have you ever been convicted of an offense against the law or are you now under charges for any offense against the law? (Omit non-moving traffic violations and any offense which was finally adjudicated in a Juvenile Court or under a Youth Offender Law).

NO  Yes If Yes, give complete details: (Date, Place, Charges, Disposition) \_\_\_\_\_

NOTE: A conviction will not necessarily bar you from employment. Each conviction will be judged on its own merits with respect to time, circumstances and seriousness.

*"We are an Equal Opportunity Employer"*

### EDUCATION

Do you have a high school diploma or its equivalent (G.E.D./USAFI Certificate)?    NO    YES

If yes, please list the name and address of the high school or state authority issuing the diploma or certificate.

Please complete the following section for post-secondary education (Technical Schools/Colleges/Universities):

Name of School	City	State	Hours Earned		Major	Degree	Date Received
			Quarter	Semester			

Describe any specialized training, apprenticeship, skills, and extra-curricular activities. Include office equipment, computer skills, foreign language skills, and special honors that may relate to the position for which you are applying.

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**REFERENCES** - Give names, addresses, and telephone numbers of three (3) references who are not related to you and are not previous employers.

1. \_\_\_\_\_  
     Name Phone #

\_\_\_\_\_  
 Address: Street Apt # City State Zip Code

2. \_\_\_\_\_  
     Name Phone #

\_\_\_\_\_  
 Address: Street Apt # City State Zip Code

3. \_\_\_\_\_  
     Name Phone #

\_\_\_\_\_  
 Address: Street Apt # City State Zip Code

## Work History

Describe your work history **beginning with your current or most recent job**. Include military and volunteer experience. Failure to give complete information regarding each job held may result in your disqualification. Complete addresses with zip codes and telephone numbers for all employers are necessary. Have you ever been disciplined, fired, or asked to resign from any job?  No  Yes If yes, why? \_\_\_\_\_

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Company Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_ Employment Dates:  
\_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_ Annual Salary: \_\_\_\_\_  
Position Held: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
Describe Your Duties: \_\_\_\_\_

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Company Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_ Employment Dates:  
\_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_ Annual Salary: \_\_\_\_\_  
Position Held: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
Describe Your Duties: \_\_\_\_\_

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Company Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_ Employment Dates:  
\_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_ Annual Salary: \_\_\_\_\_  
Position Held: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
Describe Your Duties: \_\_\_\_\_

*A resume may be attached only as additional information and will not be accepted in lieu of completing this section.*

**(Please duplicate this page if needed)**

**Applicant's Certification and Agreement**

**Authorization to Release Information**

**Conditions of Employment**

I hereby declare the information provided by me in this application is true and complete, and I understand that misrepresentations, omissions of facts, or falsification of this information are grounds for refusal to hire, or if hired, termination.

I authorize any persons or organizations to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability for any damage which may result from furnishing such information to you.

I authorize you to request, receive, and verify all information given in this application.

If I am employed by the Heard County Government, I agree to conform to the policies, rules and regulations of the government set forth in the Heard County Government's Personnel System, employee handbook, policies, and ordinances; and acknowledge that these policies, rules, and regulations may be changed, interpreted, withdrawn, or added to by the employer at any time, at the employer's sole option.

I further acknowledge that if I become employed with Heard County Government, my employment will be at-will and may be terminated with or without cause at any time by me or by the employer until I become a non-probationary, regular employee.

If required by Heard County Government for the position I am applying, I consent to undergo a physical examination, after I have been offered employment, as deemed necessary.

***THIS APPLICATION WILL REMAIN ACTIVE FOR NINETY (90) DAYS ONLY UNLESS RENEWED PERSONALLY BY ME IN WRITING.***

May we contact your present employer?  No  Yes  Presently not employed

You must sign the "Authorization to Release Information" form to enable us to contact prior employers, even though we may not contact your present employer.

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

**\*\*Heard County Government is a Drug Free Workplace\*\*  
Alcohol and Controlled Substance Testing**

As a condition of employment with Heard County Government , you will be required to submit to an alcohol and controlled substance screening test. In order to be employed by the Heard County Government, you must successfully pass this screening test. Candidates rejected for failing to pass the required screening will be required to wait at least 12 months before reapplying for employment. Employees must, as a condition of employment, abide by the Heard County Substance Abuse / Drug Testing Policy. Employees who are indicted for, or convicted of, a controlled substance related violation under state or federal law, or who plead guilty or no contest to such charges must inform their Supervisor or Human Resources in writing within five days of the conviction or plead (this is a requirement of the Drug Free Workplace Act of 1988). **Should you be offered a job with Heard County Government, your position will be subject to post accident and reasonable suspicion testing. All safety sensitive positions will be subject to random drug and alcohol testing. These requirements are in accordance with the County's Substance Policy.**

By signing this form, you are acknowledging that you consent to such an examination and screening test.

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

**CONFIDENTIAL**

**HEARD COUNTY GOVERNMENT  
HUMAN RESOURCES DEPARTMENT**

It is the policy of the Heard County Government to ensure equal opportunity in employment and promotion. This policy will be administered without regard to race, religion, color, national origin, marital or veteran status, sex, age, or disability.

For equal employment opportunity (EEO) statistical data, we request *the* following information. All information will be considered strictly private and confidential and will be used for EEO purposes only. This form is not part of the application for employment. **Failure to complete this form will not affect your application for a position.**

Your cooperation is appreciated. If you prefer not to reply, leave this sheet blank.

If you have questions, please contact the Human Resources Department at **706-675-3821**.  
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**Position applied for:** \_\_\_\_\_

Male \_\_\_\_\_ Female \_\_\_\_\_ Age \_\_\_\_\_

**WITH WHICH ETHNIC GROUP DO YOU MOST IDENTIFY?**

- 1. \_\_\_\_ Black - Not of Hispanic Origins.
- 2. \_\_\_\_ Caucasian - Includes origins in Europe, *North* Africa, Middle East; not Hispanic or East Indian.
- 3. \_\_\_\_ Hispanic - Includes origins of Mexican, Puerto Rican, Central American, South American or other Spanish cultures.
- 4. \_\_\_\_ American Indian/Alaskan Native
- 5. \_\_\_\_ Asian/Pacific Islander
- 6. \_\_\_\_ Other

**REFERRAL SOURCE:**

- 1. \_\_\_\_ Atlanta Journal
- 2. \_\_\_\_ Job Line
- 3. \_\_\_\_ Walk-In
- 4. \_\_\_\_ Job Posting Board
- 5. \_\_\_\_ Job Fair
- 6. \_\_\_\_ Friend or Relative
- 7. \_\_\_\_ Current Employee
- 8. \_\_\_\_ State Department of Labor
- 9. \_\_\_\_ Professional Journal
- 10. \_\_\_\_ Community Agency
- 11. \_\_\_\_ Other
- 12. \_\_\_\_ Employment Agency
- 13. \_\_\_\_ County Website

# HEARD COUNTY CRIMINAL HISTORY RECORD CONSENT FORM

**\*UNLESS ALL BLANKS ON THIS FORM ARE COMPLETED, NO INFORMATION WILL BE RELEASED,  
CHANGES, STRIKETHROUGHS, OR WHITE OUT ARE NOT PERMISSIBLE.\***

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**THIS AUTHORIZATION FORM WILL EXPIRE 30 DAYS FROM THE DATE OF SIGNATURE.**  
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I hereby authorize the Heard County Human Resources Department to receive any criminal history information pertaining to me which may be in the files of any state or local criminal justice agency in United States.

**FULL NAME:** (Print)

\_\_\_\_\_  
**LAST                                      FIRST                                      MIDDLE                                      MAIDEN**

\_\_\_\_\_  
**ADDRESS                                      CITY                                      STATE                                      ZIP**

**DATE OF BIRTH:** \_\_\_\_\_ **RACE:** \_\_\_\_\_

**SOC#:** \_\_\_\_\_ **SEX:** \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

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**SPECIAL EMPLOYMENT PROVISIONS (CHECK IF APPLICABLE)**

- EMPLOYMENT WITH MENTALLY DISABLED (PURPOSE CODE 'M')
- EMPLOYMENT WITH ELDER CARE (PURPOSE CODE 'N')
- EMPLOYMENT WITH CHILDREN (PURPOSE CODE 'W')

**HEARD COUNTY HUMAN RESOURCES DEPARTMENT**  
**AUTHORIZATION TO OBTAIN MOTOR VEHICLE RECORD**

I understand that driving a Heard County vehicle (or my own vehicle, as required) is a requirement of the position I am being considered for and that having and maintaining a satisfactory driving record is a condition of my employment. I hereby authorize the Heard County Human Resources Department, to obtain any information in my files pertaining to my driving record for the time period indicated below on an annual basis upon hire.

This release is executed with full knowledge and understanding that the information is for official use of the Heard County Human Resources Department for the purpose of employment or underwriting of insurance and will not be used for any other purpose.

Consent is granted for the Heard County Human Resources Department to furnish such information as described above to third parties in the course of fulfilling its official responsibilities.

Full Name: \_\_\_\_\_  Male  Female  
(Print)

Date of Birth: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_ State Where Issued: \_\_\_\_\_

Driver's License Expiration Date: \_\_\_\_\_ Request: Three-year \_\_\_\_\_ Seven-Year \_\_\_\_\_

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

**\*All applicants applying for positions requiring the operation of a county vehicle (or a personal vehicle, as required) must provide a satisfactory three year driving record upon notification.**