

Military Service

Branch of Service

Dates of Service

Duties/Specialized Training

Education

School

City

State

Dates Attended

Degrees or Diplomas

School

City

State

Dates Attended

Degrees or Diplomas

School

City

State

Dates Attended

Degrees or Diplomas

Describe any specialized training, skills, honors received and/or qualifications:

Foreign Language

Indicate any foreign languages you can speak, read and/or write:

Fluent

Good

Fair

SPEAK

READ

WRITE

References

1. Name

Address

Phone Number

2. Name

Address

Phone Number

3. Name

Address

Phone Number

History - Begin with most recent employer. Attach additional sheets as needed. **Must be completed in full.**

Job Title	Dates Employed		Work Performed
Employer	From	To	
Supervisor			
Address	Hourly Rate/Salary		
Telephone Number	Starting	Final	
Reason for Leaving			
Job Title	Dates Employed		Work Performed
Employer	From	To	
Supervisor			
Address	Hourly Rate/Salary		
Telephone Number	Starting	Final	
Reason for Leaving			
Job Title	Dates Employed		Work Performed
Employer	From	To	
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Reason for Leaving			
Job Title	Dates Employed		Work Performed
Employer	From	To	
Supervisor			
Address	Hourly Rate/Salary		
Telephone Number	Starting	Final	
Reason for Leaving			

Applicants Statement

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in the application for employment as may be necessary in arriving at an employment decision.

I understand that neither this document nor any offer of employment from the employer constitute an employment contract.

I understand that false or misleading information given in my application or interview(s) may result in discharge.

In consideration for my employment, I agree to conform to the county's policies, practices, rules/regulations and standards, which may be changed from time to time.

Applicant's Signature: _____ Date: _____

Apache County is an equal opportunity employer



Apache County Human Resources

P.O. Box 989
St. Johns, AZ 85936
(928) 337-7940 - (928) 337-7606 Fax

Dear Sir/Madame:

_____ has applied for employment with Apache County and has stated that he/she was employed by you in the capacity of _____ from _____ to _____.

Your response to the questions below, which may be returned in the enclosed envelope, will be greatly appreciated.

Sincerely,

Human Resources Department

1. Are the dates of employment substantially correct?

If not, please give correct date

2. What type of work did applicant perform?

3. Why did the applicant leave your service?

4. Would you re-employ applicant in a suitable vacancy?

5. Please comment briefly on applicants work habits, attendance and ability:

Signature: _____ Title: _____ Date: _____

To be Signed by Applicant

I hereby authorize all my previous employers to furnish the Apache County Human Resources Department information concerning my employment history. I hereby release the above employers from any responsibility for damage on account of furnishing said information.

Applicant Signature: _____ Date: _____