

Are you available to work: _____ Full Time _____ Part Time _____ Temporary

On what date would you be available for work? _____

Are you currently on "lay off" status and subject to recall? _____ Yes _____ No

Have you been convicted of a crime or released from prison within the last 7 years? _____ Yes _____ No

If Yes, provide the date, court, offense and sentence for each conviction: _____

Do you have any physical, mental or medical impairment or disability that would limit your job performance for the position for which you are applying? _____ Yes _____ No

If Yes, explain: _____

List professional, trade, business or civic activities and offices held. (Exclude groups that indicate race, color, religion, sex, or national origin): _____

Have you ever had any job-related training in the United States military? _____ Yes _____ No

SPECIAL SKILLS AND QUALIFICATIONS

(Write number of years experience on the line next to each skill)

Personal Computer

_____ Word Processing
_____ Spreadsheet
_____ Data Base
_____ Desktop Publishing
_____ Programming
_____ Scanning

General Office Machines and Skills

_____ 10 Key/Calculator
_____ Typing _____ WPM
_____ Keyboard/Data Entry _____ WPM
_____ Shorthand _____ WPM
_____ Dictation Equipment
_____ PBX
_____ Fax Machine

Mainframe Computer

_____ Operation
_____ Programming
_____ Data Entry

Networking:

_____ Internet
_____ Intranet
_____ Email
_____ Website Design

INDICATE ANY FOREIGN LANGUAGES YOU CAN SPEAK, READ, AND/OR WRITE

	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, handicap, or other protected status.

EMPLOYER		DATES EMPLOYED		WORK PERFORMED
		From	To	
ADDRESS				
TELEPHONE #		SALARY		
		Start	Final	
JOB TITLE	SUPERVISOR			
REASON FOR LEAVING				

EMPLOYER		DATES EMPLOYED		WORK PERFORMED
		From	To	
ADDRESS				
TELEPHONE #		SALARY		
		Start	Final	
JOB TITLE	SUPERVISOR			
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JOB TITLE	SUPERVISOR		
REASON FOR LEAVING			

IF YOU NEED ADDITIONAL SPACE, CONTINUE ON A SEPARATE SHEET

SPECIAL SKILLS AND QUALIFICATIONS

List any other skills, abilities or experience you possess that you believe may be relevant to this position.

APPLICANT'S STATEMENT

I certify that answers given are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

SIGNATURE OF APPLICANT

DATE

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT. As an equal opportunity employer, Chelan County does not discriminate on the basis of race, color, national origin, sex, religion, age, mental or physical disability, martial status, prior military service, political affiliation, or any other legally protected status. Chelan County is most willing to accommodate disabled individuals to allow for an equal opportunity to interview for this position.