

# Application for Employment

# Yuma County Road and Bridge

Yuma County is an Equal Opportunity Employer. Any applicants needing reasonable accommodations for the application or interview process should notify the Road and Bridge Department Head.

Name: \_\_\_\_\_ Social Security # \_\_\_\_\_

Address: \_\_\_\_\_

Telephone # \_\_\_\_\_ Other # \_\_\_\_\_ Email \_\_\_\_\_

Position(s) applied for \_\_\_\_\_ Date of Application \_\_\_\_\_

Referral Source (Please check the appropriate category and name the source.)

<input type="checkbox"/> Walk-in _____	<input type="checkbox"/> School _____
<input type="checkbox"/> Employee _____	<input type="checkbox"/> Job Fair _____
<input type="checkbox"/> Advertisement _____	<input type="checkbox"/> Staffing Agency _____
<input type="checkbox"/> Company Website _____	<input type="checkbox"/> Govt. Employment Agency _____
<input type="checkbox"/> Other Internet _____	<input type="checkbox"/> Other _____

If necessary, best time to call you at home : \_\_\_\_\_

May we contact you at work?  Yes  NO

If YES work# and time to call \_\_\_\_\_

If you're under 18 and required can you furnish a work permit?

Yes  No Explain \_\_\_\_\_

Have you submitted an application here before?  Yes  No

If YES, dates and positions

Have you been employed here before?  Yes  No

If YES, give dates

Are you legally eligible for employment in the US?  Yes  No

Date available for work

Desired Salary or hourly rate

Type of employment wanted:  Full-Time  Part - Time  
 Educational Co-Op  Seasonal  Temporary

Will you relocate if required?  Yes  No

Will you travel if required?  Yes  No

If explained, are you able to meet the attendance requirements of the position?  
 Yes  No

Will you work overtime if required?  Yes  No

If, No Explain \_\_\_\_\_

Are you able to perform the essential functions of the job for which you are applying ( with or without reasonable accommodation)?

This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.

Yes  No  Need more info about jobs " essential functions to respond

Driver's License # required if driving may be required in the job for which you're applying (# and State)

Have you ever been bonded?  Yes  No

Answering "yes" to the following question does not constitute an automatic bar from employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime?  Yes  No

If YES, please provide date(s) and details.

**Employment History - Starting with your most recent employer, provide the following information**

Employer _____	Telephone # _____	Dates employed: _____ Month/Year to _____ Month/Year
Street Address# _____	City _____ State _____	<b>Compensation (Starting)</b>
Immediate Supervisor and Title for most recent position held _____	May we contact for reference? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Later	<input type="radio"/> Hourly <input type="radio"/> Salary \$ _____ per _____
Why did you leave? _____		Commission / Bonus / Other _____
		<b>Compensation (Final)</b>
		\$ _____ per _____
		Commission / Bonus / Other _____
Summarize the type of work performed and job responsibilities. _____		
What did you like most about your position? _____		
What were the things you liked least about the position? _____		

Employer _____	Telephone # _____	Dates employed: _____ Month/Year to _____ Month/Year
Street Address# _____	City _____ State _____	<b>Compensation (Starting)</b>
Immediate Supervisor and Title for most recent position held _____	May we contact for reference? _____	\$ _____ per _____
Why did you leave? _____		Commission / Bonus / Other _____
		<b>Compensation (Final)</b>
		\$ _____ per _____
		Commission / Bonus / Other _____
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Why did you leave? _____		Commission / Bonus / Other _____
		<b>Compensation (Final)</b>
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Why did you leave? _____		Commission / Bonus / Other _____
		<b>Compensation (Final)</b>
		\$ _____ per _____
		Commission / Bonus / Other _____
Summarize the type of work performed and job responsibilities. _____		
What did you like most about your position? _____		
What were the things you liked least about the position? _____		

## Employment History - Continued

Explain any gaps in employment, other than illness, injury, disability.

If not addressed on previous page, have you ever been fired or asked to resign from a job?  Yes  No

If YES, Please Explain

## Skills And Qualifications

Summarize and special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying.

## Computer Skills (Check appropriate boxes. Include software titles and years of experience)

<input type="checkbox"/> Word Processing _____ <input type="checkbox"/> Spreadsheet _____ <input type="checkbox"/> Presentation _____ <input type="checkbox"/> E-mail _____	<input type="checkbox"/> Internet _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
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## Educational Background - Starting with your most recent school attended, provide the following information

School (include City and State)	Years Completed	Completed	GPA	Major/Minor

## References - List name and telephone# of 3 business/work references who are NOT related to you and NOT previous supervisors. If not applicable, list three school or personal references NOT related to you.

Name	Title	Relationship to you	Telephone	# of Years Known

**Related Information - To what job-related organizations (professional, trade, etc.) do you belong?**  
 Exclude memberships that would reveal race, color religion, sex, national origin, citizenship, age mental or physical disabilities, veteran / reserve. or other similarly protected status.

Organization	Offices Held

List special accomplishments, publications, awards, etc.  
 Exclude memberships that would reveal race, color religion, sex, national origin, citizenship, age mental or physical disabilities, veteran / reserve. or other similarly protected status.

In your current or a prior job, have you ever written instructions or directions to be followed by employees or customers?

Yes  No  N/A

If YES explain

Is there any other job-related info you want us to know about you?

**Affidavit - Please read each statement carefully before signing.**

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at any later date.

I understand that Yuma County may conduct an extensive and thorough background investigation.

I authorize Yuma County and/or any of its agents to verify and investigate any or all statements contained in this application. I also authorize any person, school, current employer (except as previously noted), past employers, law enforcement authorities, and organizations named in this application to provide and release any information and opinions concerning my background. I release such persons and organizations from any legal liability for any damage whatsoever for making such statements.

I understand the use of illegal drugs is prohibited during employment. I may be required to successfully pass a drug and alcohol screening examination prior to being hired, and I consent to taking a drug and alcohol test at any time during my employment should I be hired.

I understand that this application or subsequent employment does not create a contract of employment nor guarantee employment for any definite period of time.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE AFFIDAVIT.**

I certify that I have read, fully understand and accept all terms of the Affidavit.

Signed By \_\_\_\_\_ Current Date

Yuma County Road and Bridge  
 1310 South Blake St.  
 Wray, CO 80758  
 970-332-5718