

**YUMA COUNTY  
EMPLOYMENT APPLICATION**

**Yuma County Administration, 310 Ash Street, Suite A  
Wray, CO 80758 Phone 970 332-5796**

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip Code

Home Phone No. ( ) \_\_\_\_\_ Message Phone No. ( ) \_\_\_\_\_

Email Address \_\_\_\_\_ Are you over 18? \_\_\_\_\_

Position Title:  
(as stated on announcement) \_\_\_\_\_

Date \_\_\_\_\_

Please list other names, assumed names or nicknames which will help us check your records:

\_\_\_\_\_

We are an equal employment opportunity employer. Yuma County does discriminate on the basis of race, color, creed, sex, national origin, age, political affiliation, disability, or any other non-merit factor.

**IMPORTANT INFORMATION AND INSTRUCTIONS**

We appreciate your interest in employment. The completion of this application represents your ability to provide written communication and to follow directions. Your completed application is a source of information for making selections for interviews. Applicants may be hired or not hired solely on the information provided on the application.

1. A separate application or resume must be submitted for each announced opening for which you are applying. All applications must be signed to certify that all statements are true and complete and to authorize an investigation. Copies of applications are acceptable with original signature and current date.
2. Applications or resumes must be received in the Yuma County Administrative Department by 5:00 PM on the announced closing date. Late applications and resumes will not be accepted.
3. Applications must be filled out completely. If you are invited to an interview on the basis of your resume, you must complete and sign an application before or at the time of interview, when requested by the interviewing department.
4. Print clearly or type. Incomplete or illegible applications may be rejected.
5. Notify the Human Resources Department of any change in your telephone number or availability. Failure to do so may result in removal of your application from further consideration.
6. Any offer of employment may be contingent upon job-related factors including (but not limited to) testing of job related skills, successful completion of a physical examination, verification of your former employment and references, a thorough background investigation, including any criminal record, and appropriate drug and alcohol testing.
7. If you are hired for any position, federal law requires that you provide proof of your eligibility to work in the United States within 72 hours of your hire date. Failure to prove such eligibility will void the offer of employment.
8. All newly-hired employees are probationary employees and may be dismissed with or without cause.
9. Depending on budget limitations, County departments can choose whether to offer non-exempt employees the option of receiving compensatory time off at time-and-one-half (“comptime”) in lieu of time-and-one-half payment for overtime hours worked in accordance with federal law and County policies.
10. This is not an employment contract.

## Past Employment Information

We must have accurate and complete information on previous job tasks and levels of responsibility, as your work experience is an important factor in evaluating your qualifications. Last names of employers in consecutive order with present or most recent employer listed FIRST. **Account for all periods of time** including military service and any period of unemployment. If self-employed, give firm name and business references. Attach additional sheets as needed using the same format.

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Current/Last Employer \_\_\_\_\_ Type of Business \_\_\_\_\_  
Address \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Street City State Zip  
Employed From \_\_\_\_\_ To \_\_\_\_\_ Your Job Title \_\_\_\_\_ Pay: Start \_\_\_\_\_ Final \_\_\_\_\_  
Name of Last Supervisor \_\_\_\_\_ May we contact this employer? Yes No  
Email: \_\_\_\_\_  
Duties \_\_\_\_\_  
Reason for leaving or seeking other employment \_\_\_\_\_

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Current/Last Employer \_\_\_\_\_ Type of Business \_\_\_\_\_  
Address \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Street City State Zip  
Employed From \_\_\_\_\_ To \_\_\_\_\_ Your Job Title \_\_\_\_\_ Pay: Start \_\_\_\_\_ Final \_\_\_\_\_  
Name of Last Supervisor \_\_\_\_\_ May we contact this employer? Yes No  
Email: \_\_\_\_\_  
Duties \_\_\_\_\_  
Reason for leaving or seeking other employment \_\_\_\_\_

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Address \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Street City State Zip  
Employed From \_\_\_\_\_ To \_\_\_\_\_ Your Job Title \_\_\_\_\_ Pay: Start \_\_\_\_\_ Final \_\_\_\_\_  
Name of Last Supervisor \_\_\_\_\_ May we contact this employer? Yes No  
Email: \_\_\_\_\_  
Duties \_\_\_\_\_  
Reason for leaving or seeking other employment \_\_\_\_\_

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Name of Last Supervisor \_\_\_\_\_ May we contact this employer? Yes No  
Email: \_\_\_\_\_  
Duties \_\_\_\_\_  
Reason for leaving or seeking other employment \_\_\_\_\_

**Attach Any Additional Documentation You Wish To Include With Your Application Here**

**EDUCATION**

School	Name and Address	
High School or GED		Circle last year completed 9 10 11 12 GED Diploma receive? ___Yes ___No

School	Name and Address	Course of Study	Number Years Completed	Degree Received
College or University	-			
	-			
	-			
College or University	-			
	-			
	-			
College or University	-			
	-			
	-			
Vocational or Technical Training	-			
	-			
	-			

**OTHER EDUCATION, TRAINING OR RELEVANT EXPERIENCE.** List any other education, training, volunteer work or other relevant experience that would be of further assistance in evaluating your qualifications. Include dates, names of schools, length or experience, etc.

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**SPECIAL SKILLS**

What skills do you have that are related to the job for which you are applying?

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What machines or equipment can you operate that are related to the job for which you are applying?

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Do you type?  Yes  No Typing Speed \_\_\_\_ WPM

**GENERAL**

For jobs requiring a valid Colorado driver’s license or Commercial Driver’s License (CDL). CDL positions require a “Driver’s Supplemental Application” which can be obtained from the Human Resources Department and submitted with this form.

\_\_\_\_\_  
State                                      Class                                      Number                                      Expiration Date

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If veterans points are applicable, are you claiming Veteran’s Preference status?    \_\_\_\_ Yes    \_\_\_\_ No

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Have you previously been employed by Yuma County?    \_\_\_\_ Yes    \_\_\_\_ No    Date: \_\_\_\_\_

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Have you ever been convicted of any law violation (include whether you are currently subject to a deferred sentence) except a minor traffic violation:    \_\_\_\_ Yes    \_\_\_\_ No

If yes, give details: \_\_\_\_\_  
(A conviction does not automatically disqualify you from employment, since the nature and date of the offense, the job for which you are applying, and other factors will be considered.)

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**REFERENCES**

List three persons who are not related to you and who have definite knowledge of your business or professional qualifications for the position for which you are applying. Do not repeat names of supervisors listed under work history.

Name	Address	Phone	Relationship
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

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**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.

I further certify that I have read and understand the instructions, conditions and other information provided in this document.

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