

**DRUG-FREE WORKPLACE**



**HARALSON COUNTY BOARD OF COMMISSIONERS EMPLOYMENT APPLICATION  
HUMAN RESOURCES**

**155 VAN WERT STREET, BUCHANAN, GA 30113  
OFFICE (770) 646-2002 FAX (770) 646-2035**

\*\*\*Haralson County Has A Zero Tolerance Drug Policy. We Consider Applicants for All Positions Without Regard to Race, Color, Sex, Religion, National Origin, Age, Martial or Veteran Status, The Presence of A Disability Or Any Other Protected Status. We Are an Equal Opportunity Employer\*\*\*

Position or job title applying for: \_\_\_\_\_

How did you learn of this position? \_\_\_\_\_

Will you accept the starting pay for the position(s) applied for? \_\_\_\_\_yes \_\_\_\_\_no

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Last Name	First (Given)	Middle	Other Name(S) Under Which Employed
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Address: \_\_\_\_\_  
Street Apt# City State Zip

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Other contact email or phone number: \_\_\_\_\_

Check all that apply: will you accept: \_\_\_\_\_ Full Time \_\_\_\_\_ Temp Work \_\_\_\_\_ Part Time \_\_\_\_\_ Shift Work \_\_\_\_\_  
Weekend/Holidays

Are you over 18 years old? \_\_\_\_\_ 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? \_\_\_\_\_

**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 Haralson County? \_\_\_\_\_ If yes, when & where? \_\_\_\_\_

Given name, relationship, & department of any relatives currently employed with Haralson county \_\_\_\_\_

Are you able to perform the job duties listed for the position you are applying for without an accommodation? \_\_\_\_\_. If no, what type of accommodation is needed? \_\_\_\_\_

Do you have a valid driver's license? \_\_\_\_\_ license # \_\_\_\_\_  
Type \_\_\_\_\_ State \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Have you had any traffic violations in the past 3 years? \_\_\_\_\_

Please indicate type of offense and dates: \_\_\_\_\_

Have you ever been convicted of an offense against the law or are you 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) \_\_\_\_\_ if yes, give complete details: (date, place, charges, disposition)

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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.

## Education

Do you have a high school diploma? \_\_\_\_\_ If not, do you have a GED? \_\_\_\_\_

High School Name: \_\_\_\_\_ Location: \_\_\_\_\_

College/University Name & Location	Major Course of Study	Hours Earned Qtr	Hours Earned Sem	Completed	Type of Degree
				1 2 3 4	
				1 2 3 4	
				1 2 3 4	

What special skills, qualifications, certifications have you gained from former employers or other experiences which relate to the type of work for which you are applying: \_\_\_\_\_

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**References** – List names, addresses, and phone numbers of three (3) references, whom you are not related to you and are not previous employers.

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\_\_\_\_\_  
 Name Phone #

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Street address apt# City State Zip

\_\_\_\_\_  
 Name Phone #

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Street address apt# City State Zip

\_\_\_\_\_  
 Name Phone #

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Street address apt# City State Zip



## Skills and Training

*Please circle any of following skills that you are proficient in.*

**Computer Skills:**

- |                        |                    |                  |                  |              |
|------------------------|--------------------|------------------|------------------|--------------|
| <u>Word Processing</u> | <u>Spreadsheet</u> | <u>Database</u>  | <u>Graphics</u>  | <u>Email</u> |
| Word Perfect           | Lotus              | dBase IV         | Harvard Graphics | Group Wise   |
| Word Perfect Office    | Quattro            | Microsoft Access | Power Point      | Explorer     |
| Microsoft Word         | Excel              | Other _____      | PageMaker        | Other _____  |
| Other _____            | Other _____        |                  | Other _____      |              |

## Work History

Describe your work history beginning with your current or most recent job. Include military and volunteer experience. Failure to give complete information regardless each job held may result in your disqualification. Complete addresses with zip codes and telephone numbers for all employers is necessary.

Have you ever been disciplined, fired, or asked to resign from any job? \_\_\_\_\_ If yes, Why? \_\_\_\_\_



Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Employment Dates: From \_\_\_\_\_ To \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Annual Salary: \_\_\_\_\_

Position Held: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Describe your Duties: \_\_\_\_\_

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Name of Supervisor: \_\_\_\_\_ Annual Salary: \_\_\_\_\_

Position Held: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Describe your Duties: \_\_\_\_\_

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Address: \_\_\_\_\_ Employment Dates: From \_\_\_\_\_ To \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Annual Salary: \_\_\_\_\_

Position Held: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Describe your Duties: \_\_\_\_\_

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