

APPLICATION FOR EMPLOYMENT County of Yancey

INSTRUCTIONS TO APPLICANTS

TO BE CONSIDERED FOR COUNTY EMPLOYMENT, YOU MUST ANSWER ALL QUESTIONS AND COMPLETE ALL SECTIONS OF THIS APPLICATION FORM.

THE COUNTY EMPLOYS ONLY US CITIZENS OR ALIENS WHO CAN PROVIDE PROOF OF IDENTITY AND WORK AUTHORIZATION WITHIN 3 WORKING DAYS OF EMPLOYMENT MALES SUBJECT TO MILITARY SELECTIVE SERVICE REGISTRATION MUST CERTIFY COMPLIANCE TO BE ELIGIBLE FOR STATE EMPLOYMENT (G.S. 143B-421.1). SEE AVAILABILITY BLOCK.

WHEN COMPLETING THIS APPLICATION, PLEASE MAKE SURE YOU:

- APPLY FOR ONE VACANCY PER APPLICATION.
- GIVE COMPLETE INFORMATION ON YOUR EDUCATION AND WORK HISTORY ("SEE RESUME" IS NOT ACCEPTABLE).
- LIST SEPARATELY EACH JOB HELD AND YOUR DUTIES FOR EACH POSITION WHEN YOU WORKED FOR ONE EMPLOYER AND HELD MORE THAN ONE POSITION.
- AS YOU DESCRIBE YOUR WORK HISTORY, MAKE SURE YOU HIGHLIGHT YOUR COMPETENCIES
 (KNOWLEDGE, SKILLS, ABILITIES AND WORK BEHAVIORS) WHICH DEMONSTRATE YOUR
 QUALIFICATIONS FOR THE POSITION FOR WHICH YOU ARE APPLYING.
- PROVIDE ONLY THE LAST FOUR DIGITS OF YOUR SOCIAL SECURITY NUMBER.
- CHECK FOR ACCURACY, SIGN AND DATE YOUR APPLICATION.

THANK YOU FOR YOUR INTEREST IN COUNTY GOVERNMENT. YANCEY COUNTY WANTS TO FIND THE BEST QUALIFIED PEOPLE AVAILABLE TO SERVE ITS CITIZENS. ALTHOUGH EVERYONE WHO APPLIES CANNOT BE HIRED, YOUR APPLICATION WILL BE GIVEN EVERY CONSIDERATION. YANCEY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

	al Security No.	Last Name	Last Name		First Name			Middle N	lame
Address (Street numbe	- and name)				City			County	
daress (Street numbe	r and name)				City			County	
State		Zip Code	Phone (Hon	e or where	you can b	e reached)	Busi	ness Phone	
vailability	Ass you salated by I	pland or marriage to env	norgan now working fo	r the Count	v2 VEQ	NO		If subject to Military	Selective
Oo you now work or Yancey County? YES NO		blood or marriage to any elationship to you and th			y? 1E3	NO		Service registration, compliance by initia	certify ling dotted lii
Military Service	rably in the Armod E	orces of the United Stat	os on active duty for re	seone other	than traini	ing2 VES	NO		
o you wish to declare	•		NO	isons other	tian nam	ing: ICO	110		
•		surviving spouse or depe		teran who	died from s	service-relat	ed reas	sons? YES NO	
		ns preference as the spo							
		active military service:							
Entered:	S	eparated:	Brand	h:			Ra	ink	
	AC	SENCY USE ONLY: EL	IGIBILITY FOR VETER	AN'S PREI	FERENCE:	YES	NO		
CIRCLE the types of w	ork you will accept:	Permanent full-	time 2. Perma	nent part-tir	ne	3. Tempora	ary full-i	time 4. Tem	porary part-ti
		Any of the precent	-	volving Tra		7. Shift or \$	•		
f you are not available	for work now, enter	the earliest date you con	uld begin work (mo/day	yr.)					
lah Amuliad Fau									
Job Applied For	- *:41	washes of the ich for whi	ah yay ara anniving						
•	•	number of the job for whi							
lob Title:			Vacancy I	łumber:					
Referral Source									
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-	the Employment Se	curity Commission (Job		which loca	ıl office: 🔔				
f you were referred by	-	curity Commission (Job	Service) please indicate						-
If you were referred by Education Circle highest grade co	ompleted: 1 2 3 4	5 6 7 8 9 10 11	Service) please indicate	. 3 4 G					-
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Licenses and certifications (List, gi	ving dates and sources	of issuance):							
SKILLS CHECK the following skills, experience	es, etc., which you have								
Driver's License	-	Sign Language	Legal transc	cription					
Number	State	Foreign language (specify)	ign language (specify) Medical tra						
		Adding Machine/calculator Typing (specify WPM)	Braille Word Proce						
Car for use at work		Shorthand/speedwriting (specify WPN	1) Other _						
Have you ever been convicted of an one how recently you were convicted will be additional sheet.)	offense against the law ot be evaluated in relation to	her than a minor traffic violation? (A o the job for which you are applying.)	conviction does not mean you c YES NO	annot be hired. The offense and (If yes, explain fully on an					
WORK HISTORY (include volunte competencies which demonstrate you			scribe your work history experie	nces, make sure you highlight your					
Current or Last Employer:		Address:							
Job Title:		Supervisor's Name	Telephone Number	No. Supervised by you:					
Date Employed (mo/yr)	Starting Salary	Ending or Current Salary	Reason for Leaving	May We Contact Employer YES NO					
Date Separated (mo/yr)		\$ per demonstrate your competencies relate	ed to the position for which you a						
	importance in the job:								
Full Time Years Months									
Part Time Years Months									
If part time, number of hours worked per week:									
Employer:	<u></u>	Address:	Address:						
Job Title:		Supervisor's Name	Telephone Number	No. Supervised by you:					
Date Employed (mo/yr)	Starting Salary	Ending or Current Salary	Reason for Leaving	-					
Date Separated (mo/yr)		demonstrate your competencies relate	ed to the position for which you a	are applying in order of their					
Full Time Years Months									
Part Time Years Months									
If part time, number of hours worked per week:	-								
Employer:	<u> </u>	Address:		12.00					
Job Title:		Supervisor's Name	Telephone Number	No. Supervised by you:					
<u>-</u>				,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,					
Date Employed (mo/yr)	Starting Salary \$ per	Ending or Current Salary \$ per	Reason for Leaving						
Date Separated (mo/yr)	List major duties that demonstrate your competencies related to the position for which you are applying in order of their importance in the job:								
Full Time Years Months	1								
Part Time Years Months									
If part time, number of hours worked per week:									
I certify that I have given true, accur work, I authorize educational instituti authorize investigation of all stateme may be grounds for rejection of my employment shall be mandatory if fro	ons, associations, registrents made in this applica y application, disciplinary audulent disclosures are round check and to che	ation and licensing boards, and others tion and understand that false inform action or dismissal if I am employed given to meet position qualifications (ck my references before employmen	s to furnish whatever detail is avaition or documentation, or a fad, and (or) criminal action. I full (Authority: G.S. 126-30, G.S.	ation is needed in connection with my vailable concerning my qualifications. I ailure to disclose relevant information urther understand that dismissal upon 14-122.1.). I further authorize Yancey am employed with Yancey Couty that					