

MARION-DILLON COUNTY BOARD OF DISABILITIES AND SPECIAL NEEDS (MDDSN) EMPLOYMENT APPLICATION

Date of Application _____

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT. WE CONSIDER APPLICATIONS FOR ALL POSITIONS WITHOUT REGARD TO, DISABILITY, RACE, COLOR, RELIGION, CREED, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION, CITIZENSHIP STATUS OR ANY OTHER LEGALLY PROTECTED STATUS. MDDSN IS AN "AT-WILL" AGENCY AND MAY TERMINATE ANY EMPLOYEE AT ANY TIME, WITH OR WITHOUT CAUSE.

Position applying for:

Job Title _____ Where did you learn about us? _____

Contact Information

Name _____
First name Middle name Last name Social Security Number

Mailing Address _____

Address _____
City County State Zip Code Email Address

Home Phone _____ Alternate Phone _____ Notification Preference Mail Email

Other Personal Information

Do you possess a valid driver's license? Yes No If yes, provide State and number: _____ Exp. Date _____

Can you, after employment, submit proof of your legal right to work in the United States? Yes No _____

What types of work will you accept? Regular Full Time Regular Part Time Temporary Internship

What shifts are you available to work? Day Evening Night Rotating Weekends On Call (as needed)

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

Do any of your friends or relatives work at MDDSN? Yes No Explain _____

Have you ever worked for MDDSN before? Yes No Explain _____

Have you ever been convicted of a criminal offense? Yes No

Note: Omit minor vehicle violations and any offense committed before your 17th birthday, which was finally adjudicated in juvenile court or under a youthful offender law. Conviction of a criminal offense is not a bar to employment in all cases. Each conviction is evaluated individually. If yes, please list charge(s)

Where Convicted _____ Date _____ Disposition/Status _____

Education

High School Name _____ Diploma Other (specify) _____ Year Attained _____

Undergraduate College/Univ. _____ Diploma Other (specify) _____ Year Attained _____

Graduate School _____ Diploma Other (specify) _____ Year Attained _____

Additional Information

Certificates and Licenses _____

Additional Skills _____

Work History

Describe your work experience in detail, beginning with your current or most recent job. Include military service (indicate rank) and job related volunteer work, if applicable. Provide explanation for any gaps in employment. All information in this section must be complete. A résumé may be attached, but not substituted for completing this section. Should you need additional space, copy this page.

1. Name of Present or Last Employer: _____

Job Title: _____

Address: _____ Phone _____ Supervisor _____

From: ____ / ____ / ____ To: ____ / ____ / ____ Hours Per Week _____ Salary _____ Number Supervised _____

May we contact this employer? Yes No

Job Duties (give details)

Reason For Leaving _____

2. Your Next Most Recent Employer: _____

Job Title: _____

Address: _____ Phone _____ Supervisor _____

From: ____ / ____ / ____ To: ____ / ____ / ____ Hours Per Week _____ Salary _____ Number Supervised _____

May we contact this employer? Yes No

Job Duties (give details)

Reason For Leaving _____

3. Your Next Most Recent Employer: _____

Job Title: _____

Address: _____ Phone _____ Supervisor _____

From: ____ / ____ / ____ To: ____ / ____ / ____ Hours Per Week _____ Salary _____ Number Supervised _____

May we contact this employer? Yes No

Job Duties (give details)

Reason For Leaving _____

List all professional, trade, business or civic activities and offices held _____

Specialized Skills: _____
