

**GENEVA COUNTY E911**  
**392 COUNTY ROAD 41**  
**HARTFORD, AL 36340**  
**334-684-6947**

**APPLICATION FOR EMPLOYMENT**  
Please print or type all information except signature.

**Non-Discrimination Policy:** Geneva County E911 is committed to the principle of equal opportunity in education and employment and does not discriminate on the basis of sex, race, color, creed, national origin, age, religion, sexual orientation, veteran status, or disability.

**GENERAL INFORMATION**

Date \_\_\_\_\_

Position Applied For \_\_\_\_\_

Name \_\_\_\_\_

Last

First

Middle

Address \_\_\_\_\_

Number

Street

City

State

Zip

Home Telephone \_\_\_\_\_

Cell Phone \_\_\_\_\_

E-mail address \_\_\_\_\_

Have you ever filed an application here before?  Yes  No If yes, give date \_\_\_\_\_

Have you ever been employed here before?  Yes  No If yes, give date \_\_\_\_\_

Are you currently employed?  Yes  No

If yes, may we contact your employer?  Yes  No

Are you a United States citizen?  Yes  No If no, do you have a valid work permit?  Yes  No  
(Proof of citizenship or immigration status may be required upon employment)

Employment desired:  Full-Time  Part-Time

When are you available for work? \_\_\_\_\_

Are you on a lay-off and subject to recall?  Yes  No

Can you travel if a job requires it?  Yes  No

Can you work nights?  Yes  No

Can you work weekends?  Yes  No

Can you work holidays?  Yes  No

EDUCATION				
TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Graduate School				
Bus. or Trade School				
Professional School				
Special Honors				

**COMPUTER SKILLS**

Check off those computer skills with which you are proficient (any version).

PC User     
  Macintosh User     
  Windows     
  Microsoft Word     
  Microsoft Access  
 Microsoft Excel     
  Microsoft Publisher     
  Web Page Design/ Maintenance     
  E-mail     
  Internet  
 Other. Please list \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**DRIVER'S LICENSE**

Do you have a valid driver's license?       Yes     No    What is the state of issuance? \_\_\_\_\_

Driver's license number \_\_\_\_\_      State of issue \_\_\_\_\_       Operator     Commercial (CDL)

Expiration date \_\_\_\_\_

Have you had any accidents during the past three years?     Yes      How many? \_\_\_\_\_  
 No

Have you had any moving violations during the past three years?     Yes      How many? \_\_\_\_\_  
 No

**MILITARY**

Are you a veteran of the United States military service?       Yes     No    If yes, what branch? \_\_\_\_\_

If yes, Date Entered \_\_\_\_\_      Date Discharged \_\_\_\_\_

If yes, please describe any special skills or training acquired while in the service:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



Have you ever been arrested?  Yes  No If yes, what was the charge? \_\_\_\_\_

Are you a felon?  Yes  No

**OTHER SPECIAL SKILLS**

Please list other special skills you may have, e.g., fluency in other languages, licenses, special training required for the position for which you are applying, etc.

**WORK EXPERIENCE**

Please list your work experience beginning with your **most recent** job. If you were self-employed, give firm name. Attach additional sheets if necessary.

<b>Most Recent Employer</b>	Dates Employed From: To:	Work Performed
Address	Supervisor	
Job Title	Reason for Leaving	
<b>Employer</b>	Dates Employed From: To:	Work Performed
Address	Supervisor	
Job Title	Reason for Leaving	

<b>Employer</b>	Dates Employed From: To:	Work Performed
Address	Supervisor	
Job Title	Reason for Leaving	



**REFERENCES**

Please list references other than relatives or previous employers.

Name \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Position \_\_\_\_\_

Company \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_

Telephone \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Position \_\_\_\_\_

Company \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_

Telephone \_\_\_\_\_

**WAIVERS AND DISCLOSURES**

Please read each section carefully and sign where indicated.

**AT-WILL EMPLOYMENT**

It is my understanding that this employment application, or the granting of an oral interview, does not represent employment or a promise of future benefits by this organization. I understand and agree that, if hired, my employment will be at-will in nature and may be terminated, with or without cause, at any time, by either myself or my employer. I also understand that this written statement supersedes any and all oral representations made by agents or representatives of this organization.

**CERTIFICATION OF TRUTH AND ACCURACY**

I certify that the information in this application is true, complete and correct. I understand that false answers, statements, or significant omissions made by me on this form shall be sufficient cause for denial of employment or discharge.

**NOTIFICATION AND AUTHORIZATION TO CONDUCT BACKGROUND INVESTIGATION**

I understand that I may be subject to a background check, and hereby authorize Geneva County E911 to investigate my background to determine any and all information of concern as to my record, whether same is of record or not, and I release employers and persons named in my application from all liability for any damages on account of his/her furnishing said information.

Additionally, you are hereby authorized to make any investigation of my personal history, educational background, military record, motor vehicle records, and criminal records. This authorization, in original or copy form, shall be valid for this and for any future reports and updates that may be required.

I understand that passing the background check is a condition of employment. A negative background check can be grounds for dismissal, even if an offer has been made to me and I have been hired.

**PLEASE SIGN HERE:** \_\_\_\_\_ **Date** \_\_\_\_\_

