

SIERRA COUNTY EMPLOYMENT APPLICATION

Instructions: A separate application must be completed for each Sierra County position. Supplementary information may be required by some departments. You may attach a résumé; however, the application must be completed.

Sierra County does not have a Personnel Dept. Please send completed application directly to desired department. Addresses can be found on the internet at www.sierracounty.ws

Department: _____

Position: _____

1.	First Name	Middle	Last Name		
	Address	City	State	Zip	
	Telephone	Social Security Number	Driver's License # & State		

2. If you have ever been known by any other name, please list name(s).

3. During the past seven years, have you ever been discharged, suspended or asked to resign from any position?
 Yes No If "Yes", please explain.

4. Have you ever been convicted of a crime that has not been expunged, sealed, pardoned, annulled, statutorily eradicated or dismissed upon condition of probation? You should answer "No Record" with respect to any conviction for a marijuana offense if the conviction occurred more than two years prior to the date this application is completed. In addition, do not provide any information regarding a referral to and participation in any pre-trial or post-trial diversion program.
 Yes No Record
If you checked "Yes," please explain below. A criminal conviction will not necessarily be a bar to employment. To help us evaluate your application, please describe the nature of the crime and your subsequent rehabilitation.

EDUCATION AND EXPERIENCE

Please read the requirements section on the recruitment announcement before filling out this portion.

5. EDUCATION

Name and Location of High School	Diploma _____ GED _____ Other _____	Date of Completion _____
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Name and Location of College or University	Course of Study or Major	Semester Units	Quarter Units	Type of Degree Received	Date Completed

Business, Correspondence, Trade or Service School Name and Location	Course of study	Date of Completion

Current Valid Certificates of Professional or Vocational Competence, Licenses, Membership in Professional Associations. (Include dates of completion if requested on the recruitment announcement)

6. REFERENCES: Please list three personal references who are not related to you by blood or marriage.

Name:	Address:	Phone
Name:	Address:	Phone
Name:	Address:	Phone

7. EXPERIENCE Begin with your most recent experience. List all relevant experience, including military service. Give details on the experience that you believe meets the entrance requirements for the position. Also, list any volunteer experience that you believe helps you meet the requirements of the position for which you are applying. Show actual time (number of hours per week) spent in such experience. Attach sheets if additional space is needed.

Period of Employment	Job Classification and Most Important Duties Performed	Employer Information
FROM: ____/____/____ TO: ____/____/____ Total Years & Months: _____ Hours Per Week: _____ Salary \$ _____ per _____	JOB TITLE: _____ Number of People Supervised: _____ Job Duties: Name of Supervisor: _____	NAME AND ADDRESS OF LAST EMPLOYER Reason for Leaving:
FROM: ____/____/____ TO: ____/____/____ Total Years & Months: _____ Hours Per Week: _____ Salary \$ _____ per _____	JOB TITLE: _____ Number of People Supervised: _____ Job Duties: Name of Supervisor: _____	NAME AND ADDRESS OF LAST EMPLOYER Reason for Leaving:
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8. CERTIFICATION OF APPLICANT - Read carefully before signing.

I hereby certify that all statements made in this application are true and complete. I agree and understand that any misstatements or omissions of material facts herein may result in elimination from the hiring process or forfeiture of all employment rights. I agree and understand that if I do not meet the job requirements, I will be eliminated from the hiring process at whatever time this may be determined.

As part of the pre-employment process Sierra County requires drug testing, DMV check, and may include fingerprinting and background check.

Signature: _____

Date: _____