



APPLICATION FOR EMPLOYMENT

Boulder County Human Resources

2025 14th Street (P.O. Box 471) • Boulder, Colorado 80306
Phone: 303-441-3508 • Fax: 303-441-3494 • www.co.boulder.co.us

An Equal Opportunity/Affirmative Action Employer

PLEASE PRINT

POSITION APPLIED FOR: _____ DATE: _____

PERSONAL

NAME _____ HOME PHONE _____
LAST FIRST MIDDLE

STREET ADDRESS _____ BUSINESS PHONE _____

CITY, STATE, ZIP _____ WHEN WILL YOU BE AVAILABLE FOR WORK? _____

*Are you legally eligible for employment in the United States? YES NO

Are you willing and able, if hired, to prove your eligibility for employment in the United States? YES NO

Type of employment desired: Full Time Part Time Temporary Summer

Have you been convicted of any law violation (except a minor traffic violation)? YES NO

If Yes, describe in full: _____

Are you currently a Boulder County employee? YES NO If Yes, what Department? _____

Names of relatives presently working for Boulder County _____

In compliance with the Immigration Reform and Control Act of 1986, Boulder County intends to hire only individuals who are legally eligible for employment in this country. All new employees and rehires will be required to provide documentary proof of their eligibility for employment and to sign a statement attesting such eligibility. Please contact Human Resources if you have questions regarding what documentation you may need.

MILITARY (Complete this section if you served in the U.S. Armed Forces)

Branch of Service _____ Period of Active Duty (month/year): From _____ To _____

Describe your duties and any special training: _____

EDUCATION

Circle the highest grade you completed: 11 or under 12 13 14 15 16 17 18 19

Schools attended beyond High School	State	Course or Major Studied	Number of years completed	Degree or Certificate		
				Type	Year	None

Other training you received. (For example: Special Courses, Work Training Programs) _____ Dates _____ Did you graduate? _____

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Do you type? YES NO Words per minute _____ Do you have word processing experience? YES NO Type of software _____

Computer skills: _____

Do you have other skills related to the job for which you are applying that you wish to mention? _____

Drivers License (if applicable) Type: _____ Issuing State: _____ Other Licenses: _____

ATTACH RESUME IF YOU WISH.

List any other name(s) under which you have been employed. This information will assist us in doing reference checks.

Provide details of your work history in the blocks that follow. Fill in these blocks carefully and completely. Provide a thorough description of your experience and employment history. Begin with your current or most recent job and work back. Account for periods of unemployment. Please print.

ATTACH ADDITIONAL SHEETS IF MORE SPACE IS REQUIRED.

EMPLOYMENT

Employer _____ Position Title _____

Address _____ City _____ State _____ Phone # _____

From (month/year): _____ To (month/year): _____ Starting Salary: \$ _____ Final Salary: \$ _____

Supervisor _____ May we contact? YES NO

Describe your specific duties, responsibilities, and accomplishments in this job. _____

Reason for leaving _____

Employer _____ Position Title _____

Address _____ City _____ State _____ Phone # _____

From (month/year): _____ To (month/year): _____ Starting Salary: \$ _____ Final Salary: \$ _____

Supervisor _____ May we contact? YES NO

Describe your specific duties, responsibilities, and accomplishments in this job. _____

Reason for leaving _____

Employer _____ Position Title _____

Address _____ City _____ State _____ Phone # _____

From (month/year): _____ To (month/year): _____ Starting Salary: \$ _____ Final Salary: \$ _____

Supervisor _____ May we contact? YES NO

Describe your specific duties, responsibilities, and accomplishments in this job. _____

Reason for leaving _____

OTHER

Please note that the County recognizes the value of volunteer experience and that it may be substituted for work experience.

List job title, duties and amount of time donated.

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I hereby declare the information provided by me in this Application for Employment is true, correct and complete to the best of my knowledge. I understand that if employed, any misstatement or omission of fact on the application shall be considered cause for dismissal. I also understand that because Boulder County is a public employer, this application is public information.

Signature of Applicant _____ Date _____