



PUEBLO COUNTY
215 W. 10TH STREET
PUEBLO, CO 81003

Office (719)583-6500
Jobline (719)583-4419
Fax (719)583-6499
<http://www.co.pueblo.co.us>

PUEBLO COUNTY APPLICATION FOR EMPLOYMENT

Please contact the Human Resources Department if you require reasonable accommodation to complete the application process.

PLEASE PRINT

Name _____
Last First Middle

Address _____
Street City State Zip Code

Social Security Number _____ Home Phone _____ Message Phone _____

Are you at least 18 years of age? Yes No If you are not 18 years of age, you may be required to submit proof of age.

Position Applying for _____ Job Code _____
(as stated on announcement)

Department _____ Unit _____
(as stated on announcement)

Today's date _____ When could you start work? _____

IMPORTANT INFORMATION AND INSTRUCTIONS

We appreciate your interest in employment. The completion of this application represents your ability to provide written communication and to follow directions. Your completed application is a source of information for making selections for interviews. Applicants may be hired or not hired solely on the information provided on the application. Answer each question fully and accurately. No action can be taken on this application until you have answered all questions. Use blank paper if you do not have enough room on this application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information. If you need assistance in completing this application, please contact the Human Resources Department at (719)583-6500.

1. A separate application must be submitted for each announced opening for which you are applying. All applications must be signed to certify that all statements are true and complete and to authorize an investigation. Copies of applications are acceptable with original signature and current date. Resumes may be provided with the application.
2. Applications must be received in the Pueblo County Human Resources Department by the close of business on the announced closing date. Late applications will not be accepted.
3. Applications must be filled out completely.
4. Print clearly or type. Incomplete or illegible applications may be rejected.
5. Notify the Human Resources Department of any change in your telephone number or availability. Failure to do so may result in removal of your application from further consideration.
6. Any offer of employment may be contingent upon job-related factors including (but not limited to) testing of job related skills, successful completion of a physical examination, verification of your former employment and references, a thorough background investigation, including any criminal record, and appropriate drug and alcohol testing.
7. If you are hired for any position, federal law requires that you provide proof of your eligibility to work in the United State within 72 hours of your hire date. Failure to prove such eligibility will void the offer of employment.
8. All applications submitted to Pueblo County may be public information under the Colorado Open Records Act.
9. This is not an employment contract.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

EDUCATION

List Name and Address of Schools	Number of Years Completed	Diploma/ Degree/ Certificate
High School or GED: _____ _____ _____		
College or University: _____ _____ Subjects Studied: _____ _____		
Vocational or Technical: _____ _____ Subjects Studied: _____ _____		

SPECIAL SKILLS

What skills or additional training do you have that are related to the job for which you are applying? _____

What machines or equipment can you operate that are related to the job for which you are applying?

For All Jobs: Do you have a valid driver's license?..... Yes No

Drivers License Number _____ Class of License _____

Do you have a Commercial Driver's License? Yes No If Yes, A or B? _____

Have you had your driver's license suspended or revoked in the last 3 years?.....Yes No

List professional, trade, business or civic activities and offices held.
(Exclude labor organizations and memberships which reveal race, color, religion, national origin, sex, age, disability or other protected status.)



PUEBLO COUNTY HUMAN RESOURCES DEPARTMENT

Please answer the following as completely as possible. Try to limit to one page.

POSITION APPLYING FOR _____.

WHY I'M THE MOST QUALIFIED INDIVIDUAL FOR THIS POSITION.

APPLICANT'S SIGNATURE _____

DATE _____

PUEBLO COUNTY COURT HOUSE
215 W. 10TH ST., ROOM 327, PUEBLO, CO 81003-2992
(719)583-6500
FAX: (719)583-6499

WORK HISTORY

List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any period of unemployment. If self-employed, give firm name and supply business references.

Note: A job offer may be contingent upon acceptable references from current and former employers.

Name of Employer Address City, State, Zip Code Telephone	Supervisor Employed From (mo/yr) To (mo/yr) Pay Start \$ Final \$
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Title	Reason for Leaving
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Duties

Name of Employer Address City, State, Zip Code Telephone	Supervisor Employed From (mo/yr) To (mo/yr) Pay Start \$ Final \$
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Duties

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Title	Reason for Leaving
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Duties

REFERENCES

Have you worked or attended school under any other names?.....Yes No

If yes, give names: _____

Are you presently employed?..... Yes No

If yes, whom do you suggest we contact? _____

Have you ever been fired from a job or asked to resign?..... Yes No

If yes, please explain: _____

Give three references, not relatives or former employers.

NAME	ADDRESS	PHONE
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Have you ever applied here before? Yes No If yes, when? _____

Were you ever employed here? Yes No if yes, when? _____

Have you ever been convicted of any law violation? (Include any plea of "guilty" or "no contest.").
Yes No

If yes, give details _____
(A conviction will not necessarily disqualify an applicant for employment depending upon job requirements and nature of criminal history, if any.)

Are you now or do you expect to be engaged in any other business or employment? Yes No

AFFIDAVIT PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I certify that all information provided in this employment application is true and complete. I understand that if I have given false information on this application or omitted any material facts on this application that I may be disqualified from further consideration for employment and I may be discharged immediately if such false statements or omissions are discovered at any later date.

I understand that Pueblo County may conduct an extensive and thorough background investigation including criminal history where appropriate.

I authorize Pueblo County and/or any of its agents to verify and investigate any or all statements contained in this application including criminal history, where appropriate. I also authorize any person, school, current employer (except as previously noted), past employers, law enforcement authorities, and organizations named in this application to provide and release any information and opinions concerning my background. I release such persons and organizations from any legal liability for any damage whatsoever for making such statements.

I understand the use of illegal drugs is prohibited during employment. I may be required to successfully pass a drug and alcohol screening examination prior to being hired, and I consent to taking a drug and alcohol test any time during my employment, should I be hired, in accordance with otherwise applicable County policies or applicable law.

I understand that this application or subsequent employment does not create a contract of employment nor guarantee employment for any definite period of time.

I further certify that I have read and understand the instructions, conditions and other information provided in this document.

Signature _____ Date _____