



HUMAN RESOURCES DEPARTMENT
 100 CHEROKEE STREET SUITE 350
 MARIETTA, GEORGIA 30090-9679
 PHONE: (770)528-2535 FAX: (770) 528-2550
 COBBPERSONNEL@MINDSPRING.COM

APPLICATION FOR EMPLOYMENT
 COBB COUNTY GOVERNMENT
 JOB OPPORTUNITIES LINE:
 (770) 528-2555
 WWW.COBBCOUNTY.ORG

PLEASE PRINT; USE INK

DATE: _____

1. PERSONAL INFORMATION

Name: _____ Soc. Sec. No.: _____
 (Last) (First) (Middle Initial)

Address: _____
 (City) (State) (Zip Code)

Daytime Telephone: () Evening Telephone: () E-mail Address: _____

Position(s) applied for:

No. _____ Position Name _____

No. _____ Position Name _____

No. _____ Position Name _____

Are you willing to work shift work (nights, holidays, weekends, etc.)?
 Yes No

Full Time Part Time Temporary

Date available for employment: _____

Are you at least 18 years of age? Yes No Are you able to perform all the duties listed in the job announcement? Yes No

If you answered No concerning the job duties, please explain.

2. EDUCATION

Are you a high school graduate? Yes No If you are not a high school graduate, do you have a GED? Yes No

High School Name: _____ Location: _____

College/University Name and Location	Major Course of Study	Hours Earned Qtr.	Hours Earned Sem.	Completed	Type of Degree
				1 2 3 4	
				1 2 3 4	
				1 2 3 4	

GENERAL INFORMATION

Will you accept the approved starting pay for the position(s) you have applied for? Yes No

Have you ever been employed with Cobb County Government? Yes No If Yes, when? _____ Department/Office _____

Are you related to anyone currently employed by Cobb County Government? Yes No Relative's Name _____ Relationship _____ Department _____

Can you submit legal verification of your right to work in the United States? Yes No

How did you learn of this employment opportunity?

Employment Board TV 23 Referral _____

Job Opportunities Line Newspaper Career Fair _____

Internet Radio Other _____

In accordance with the Immigration Reform and Control Act of 1986, proof of authorization to be employed in the United States will be required of all prospective employees. Failure to establish such proof will prohibit or discontinue employment.

Have you ever been convicted of or pleaded guilty or nolo to a felony or misdemeanor, other than a minor traffic violation? * Yes No

If Yes, when: _____ Where: _____

For what: _____

* Conviction of a crime will not necessarily disqualify you from employment.

Active Military Service (list date, serial or service number for all active service)

From: _____ To: _____ Serial or Service Number: _____ Branch of Service: _____

4. EMPLOYMENT RECORD

Describe your work history beginning with your current or most recent job. Include military and/or volunteer experience. Failure to give complete information regarding each job held may result in your disqualification. Complete addresses with zip codes and phone numbers for all employers are necessary. A resume may be attached *only* as additional information and will not be accepted in lieu of completing this section.

May we contact your current employer? Yes No

Organization/Firm		Street Address		City	State	Zip Code
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From Mo/Yr /	To Mo/Yr /	Telephone () -	Supervisor's Name and Phone Number () -			
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Starting Salary	Leaving Salary	Reason For Leaving				
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Official Job Title: Full-time Part-time Seasonal/Temporary

Describe Specific Job Duties:

Organization/Firm		Street Address		City	State	Zip Code
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From Mo/Yr /	To Mo/Yr /	Telephone () -	Supervisor's Name and Phone Number () -			
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Starting Salary	Leaving Salary	Reason For Leaving				
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Official Job Title: Full-time Part-time Seasonal/Temporary

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Starting Salary	Leaving Salary	Reason For Leaving				
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Official Job Title: Full-time Part-time Seasonal/Temporary

Describe Specific Job Duties:

Organization/Firm		Street Address		City	State	Zip Code
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From Mo/Yr /	To Mo/Yr /	Telephone () -	Supervisor's Name and Phone Number () -			
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Starting Salary	Leaving Salary	Reason For Leaving				
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Official Job Title: Full-time Part-time Seasonal/Temporary

Describe Specific Job Duties:

5.

DRIVING HISTORY

Please complete this section only if applying for a position that requires operating a vehicle or equipment.

Do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No	Which state?	Driver's license no.	Date of expiration:
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Do you have a commercial driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No	Which state?	Which type?	Driver's license no.	Date of expiration:
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Have you incurred any traffic charges within the last three (3) years? Do not include parking tickets. Yes No

If Yes, give date(s) and types of charges:

I hereby direct the Department of Public Safety of Georgia, or any other authorized agency to whom this authorization may be presented, to release to the Cobb County Human Resources Department an abstract of my driving record for the past three-year period to be reviewed by the Human Resources Department for use in processing my employment application and determining my suitability for various job assignments.

Applicant's Signature: _____

6.

SKILLS AND TRAINING

Please complete this section if applying for a position that requires the following skills:

Computer Skills:

Word Processing

- Word Perfect
- Word Perfect Office
- Microsoft Word
- Other _____

Spreadsheet

- Lotus
- Quattro
- Excel
- Other _____

Database

- dBase IV
- Microsoft Access
- Other _____

Graphics

- Harvard Graphics
- Power Point
- PageMaker
- Other _____

Electronic Mail

- Group Wise
- Explorer
- Other _____

Typing Speed: _____

Data Entry Speed: _____

If you are able to communicate in languages other than English, please provide information regarding other languages spoken and your skill level.

What special skills, qualifications or certifications have you gained from former employers or other experiences which relate to the type of work for which you are applying?

Please answer the following when applying for a Public Safety position:

Police Officer, Correctional Officer, Deputy Sheriff: Are you a citizen of the United States? Yes No
 Are you at least 21 years old? Yes No
Firefighter: Are you at least 18 years old? Yes No

APPLICANT'S STATEMENT

I certify that the information given in this application is true and complete to the best of my knowledge. I understand that this application is not a contract of employment. I further understand that should employment be offered, my employment and compensation may be terminated with or without cause at any time by either the County or myself. I understand that submission of this application in no way assures me a position and that no County representative has the authority to enter into any employment agreement with me contrary to the foregoing.

I understand that failure to submit a complete application may disqualify me from consideration for a position.

I understand that any untrue statement in this application may result in my dismissal at any time during my employment with Cobb County Government.

I authorize the release of high school and college transcripts, information concerning my previous employment and any information my former employers may have pertinent to this application and the employment procedures of Cobb County Government. I release all parties from all liability for any damage that may result from requesting, providing, processing, retaining or releasing any information about me. A photographic copy of this authorization shall be as valid as the original.

I understand resumes, letters of reference, etc., submitted with the application become the property of Cobb County Government and cannot be returned. The information I have provided on the application is subject to public disclosure under the Georgia Open Records Act.

I understand that disclosure of my Social Security number on this application for employment is voluntary, that this information is solicited pursuant to the employer's policies, and that it is intended to be used for the purposes of identification and tracking by the employer in employment transactions.

By signing this application, I hereby acknowledge that I understand and agree to all provisions outlined herein.

Applicant's Signature: _____ **Date:** _____

Cobb County Government does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

Date application was received: _____ Initials of HR representative: _____

Date application was entered: _____ Initials of HR representative: _____

Date application was filed: _____ Initials of HR representative: _____