

CLASS CODE: \_\_\_\_\_ CLASS TITLE: \_\_\_\_\_ SSN: \_\_\_\_\_

NAME: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_ MESSAGE PHONE / \_\_\_\_\_

LAST FIRST MI

ADDRESS: \_\_\_\_\_

STREET CITY STATE ZIP CODE

<p><b>INSTRUCTIONS</b></p> <p>1. Refer to the official announcement for minimum requirements and preferred requirements.</p> <p>2. Print in ink or type. <b>LEGIBLE</b> photocopies will be accepted.</p> <p>3. Unless otherwise indicated, return this application before 5:00 p.m. on the closing date to:  <b>Pima County Human Resources Department</b>                  150 W. Congress, 4th floor                  Tucson, AZ 85701                  website:                  www.co.pima.az.us/hr</p>	<p><b>2. CHECK ALL TYPES of employment you will accept:</b></p> <p><input type="checkbox"/> Regular      <input type="checkbox"/> Full - Time  <input type="checkbox"/> Grant Funded      <input type="checkbox"/> Variable Time  <input type="checkbox"/> Temporary      <input type="checkbox"/> Part - Time</p>	<p><b>3. ARE YOU A permanent, temporary, or intermittent Pima County employee?</b></p> <p><input type="checkbox"/> YES   <input type="checkbox"/> NO    If yes, for which department? _____</p>	<p><b>HUMAN RESOURCES USE ONLY</b></p> <hr/> <p>MMQ: _____</p> <p>PENDING: _____</p> <p>SCORE: _____</p> <p>TEST DATE: _____</p> <p>DNQ: _____</p> <p>REASON: _____</p>
<p><b>4. Are you under 18 years old ?</b></p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p><b>Are you a U.S. Citizen or eligible to work in the U.S. ?</b></p>	<p><b>5. CHECK ALL YOU WILL ACCEPT:</b></p> <p>Shifts:    <input type="checkbox"/> Days    <input type="checkbox"/> Evenings    <input type="checkbox"/> Midnights    <input type="checkbox"/> Rotating    <input type="checkbox"/> On-call</p> <p>Workweeks: <input type="checkbox"/> Mon - Fri    <input type="checkbox"/> Weekends    <input type="checkbox"/> Rotating</p>		

<p><b>LANGUAGES (Print)</b></p> <p>TDD: (520) 740-8132</p> <p>SPEAK    READ    WRITE</p> <p>English    _____    _____    _____</p> <p>Spanish    _____    _____    _____</p> <p>Other (list) _____</p>	<p><b>7. LIST ALL DEPARTMENTS you DO NOT wish to be referred for an interview:</b></p>	<p><b>8. RELATIVES employed at Pima County:</b></p> <p>Name, Relationship, and Department.</p>	<p><b>9. ARIZONA DRIVER'S LICENSE: (Circle one)</b></p> <p style="text-align: center;">A    B    C    D    G    M</p> <p>If Commercial License, list your endorsement(s):</p>	<p><b>HRD TIME STAMP</b></p>
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**10. PROFESSIONAL REGISTRATION / LICENSE: ( DO NOT list your driver's license or automotive registration.)**

Type of Registration / License	Issuing State	Registration #	Date of Issue	Expiration Date

**11. EDUCATION: Do you have a High School diploma or GED?     Yes     No**

College / University	Degree Awarded (AA, BA, BS, etc.)	Major / Minor	Number of Credits (Sem or Qtr?)	Relevant Course Work

**12. WORK HISTORY INSTRUCTIONS:**

**THIS APPLICATION CONSTITUTES A PART OF THE SELECTION PROCESS.**

**It is important that you follow these instructions; this will ensure your application is properly evaluated.**

- A separate application is **REQUIRED** for each classification.
- You should attach copies of transcripts and degrees **as required** in the official announcement.
- **Legible** photocopies of this application will be accepted.
- Application **MUST BE** accurate and complete.
- **NEED MORE SPACE?** Attach a Pima County Work History Continuation Form with original signature and date.
- Illegible or incomplete applications **CAN NOT BE PROCESSED.**
- **DO NOT USE** slang, abbreviations or jargon.
- **SPECIFY** the number of hours worked per week for each job.

- List jobs in **REVERSE ORDER**, starting with your present or last job.
- List each promotion as a **SEPARATE JOB.**
- Include service in the armed forces, self-employment and relevant volunteer work.
- Under **“TASKS PERFORMED”**, describe **EXACTLY** the job tasks you performed.
- List job duties in order of importance, with the **MOST IMPORTANT** first.
- All information to be considered **MUST BE RECORDED** on this application or continuation sheet. **Do not write “see resume” on the application.**
- **RESUMÉS** will be accepted with a **COMPLETED** application, for classifications with a pay grade of 35 or higher.

CURRENT OR LAST EMPLOYER:

POSITION HELD:

STREET:

CITY:

STATE:

ZIP:

SUPERVISOR & TITLE:

May we Contact?

Yes

No

PHONE:

Number of hours worked per week:

Type of Business:

FROM (mo/yr):

TO (mo/yr):

Reason for leaving:

Number & type of positions you supervised:

TASKS PERFORMED:

PREVIOUS EMPLOYER:

POSITION HELD:

STREET:

CITY:

STATE:

ZIP:

SUPERVISOR & TITLE:

May we Contact?

Yes

No

PHONE:

Number of hours worked per week:

Type of Business:

FROM (mo/yr):

TO (mo/yr):

Reason for leaving:

Number & type of positions you supervised:

TASKS PERFORMED:

PREVIOUS EMPLOYER:		POSITION HELD:			
STREET:		CITY:	STATE:	ZIP:	
SUPERVISOR & TITLE:		May we Contact?	Yes	No	PHONE:
Number of hours worked per week:		Type of Business:			
FROM (mo/yr):	TO (mo/yr):	Reason for leaving:			
Number & type of positions you supervised:					
TASKS PERFORMED:					

PREVIOUS EMPLOYER:		POSITION HELD:			
STREET:		CITY:	STATE:	ZIP:	
SUPERVISOR & TITLE:		May we Contact?	Yes	No	PHONE:
Number of hours worked per week:		Type of Business:			
FROM (mo/yr):	TO (mo/yr):	Reason for leaving:			
Number & type of positions you supervised:					
TASKS PERFORMED:					

PREVIOUS EMPLOYER:		POSITION HELD:			
STREET:		CITY:	STATE:	ZIP:	
SUPERVISOR & TITLE:		May we Contact?	Yes	No	PHONE:
Number of hours worked per week:		Type of Business:			
FROM (mo/yr):	TO (mo/yr):	Reason for leaving:			
Number & type of positions you supervised:					
TASKS PERFORMED:					

<b>13. TRADE OR TECHNICAL SCHOOL</b>	<b>Classroom Hours</b>	<b>Subjects Studied</b>	<b>Certificate of Completion?</b>
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

**14. WORKSHOPS OR ON - THE - JOB TRAINING:** ( Continue on additional sheet of paper, if necessary, in the same format as below. )  
List any workshops or on - the - job training completed which would be useful in the position you are applying for:

<b>Location of Training</b>	<b>Training Courses</b>	<b>Number of Hours Attended</b>	<b>Certificate of Completion?</b>
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

**15. WHERE DID YOU HEAR ABOUT THIS POSITION?**

**16. ADDITIONAL INFORMATION :** Please include any additional information that you believe would be relevant to this position, including second languages, computer skills, special qualification, etc...

**17. HAVE YOU BEEN CONVICTED OF A FELONY ?**  Yes  No **If yes, please include dates and briefly explain :**  
(A conviction record will not necessarily bar or disqualify you from employment.)

**18. APPLICATION INFORMATION: APPLICATION WILL EXPIRE AFTER SIX MONTHS WITHOUT NOTICE.**

This application and all attached documents become official records of Pima County and cannot be returned. **Please make a copy of your employment application before submitting.** Applications for Pima County employment become public records and confidentiality of information contained herein cannot be assumed. Failure to submit a truthful and complete application may constitute fraud in securing an appointment, which is cause for disciplinary action, including dismissal.

Arizona Revised Statutes and the Pima County Merit System provide for selection preferences for Native American, disabled persons and Veterans. In order to take advantage of the selection preferences, you are required to fill out the Pima County Disclosure Form. Submit the Disclosure Form with your application to the Pima County Human Resources Department.

### CERTIFICATION - AUTHORIZATION

I hereby certify that the information contained on this application is true, correct, and complete to the best of my knowledge and belief. I am aware that, should investigation at any time disclose misrepresentation or falsification, my application will be rejected, and I may be dismissed from employment and disqualified from future employment with Pima County.

I authorize Pima County to make all necessary and appropriate investigations, including reference checks, to verify the information contained herein.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



## Applicant Consent to Release Liability and Reference Information

I, \_\_\_\_\_ (*print name*), in consideration of employment with Pima County Government (PCG), hereby authorize PCG to perform reference checks and employment verifications on me. These checks may include, but are not limited to discussions with: supervisors, coworkers, business associates, or other individuals that PCG, in its sole discretion, believes may have relevant job related information regarding my suitability for employment. PCG may also verify information I have provided on my employment application and/or resume.

I agree not to assert any demands, damages, claims, suits or causes of action of any kind against PCG, its officers, employees, agents or the organizations, officers, employees, and agents contacted arising out of PCG performing a good faith effort to check my employment references.

I acknowledge that my failure to authorize PCG to check my references shall disqualify me from consideration for employment.

I also acknowledge that PCG has made no representations that employment will be offered to me upon the completion of reference checks.

A photocopy or facsimile (“fax”) of this form that shows my signature shall be as valid as the original.

\_\_\_\_\_  
(Applicant’s signature)

\_\_\_\_\_  
Date