

- SMITH COUNTY APPLICATION FOR EMPLOYMENT -
(Use Black Ink or Type)

Date ____/____/____

We are an equal opportunity employer, dedicated to nondiscrimination in our employment policy on any basis including - race, color, age, national origin, disability or religion.

EMPLOYMENT INFORMATION

Position(s)	Date you can start ____/____/____	Salary Desired \$_____ per____	Full-time____ Part-time____
-------------	--------------------------------------	-----------------------------------	--------------------------------

Employed now? YES__ NO__ If so, OK to contact them? YES__ NO__

Applied/Worked for us before?____ Dept._____ Dates____/____

PERSONAL DATA

Last Name	First Name	M.I.	Social Security Number
-----------	------------	------	------------------------

Address (Number, Street, City, State, Zip)	Drivers License Number #_____ State____
--	--

Home Phone (____)_____	Ever in Military Service? YES__ NO__
------------------------	--------------------------------------

Other Phone (____)_____	Ever Convicted of a Felony? YES__ NO__
-------------------------	--

E D U C A T I O N	High School Attended and Location	No. of Yrs. Completed	Graduate? YES__ NO__
	College(s) Attended	No. of Yrs. Completed	Graduate? YES__ NO__
	Business/Other Schools Attended	No. of Yrs. Completed	Graduate? YES__ NO__
	Seminars-		

GENERAL INFORMATION FOR JOB BACKGROUND
List skills and experience that relate to the job(s) for which you are applying. Include special licences held or equipment you are qualified to operate. For clerical background, see next section.

S K I L L I N F O R M A T I O N	OFFICE/CLERICAL SKILLS			
	Exp.Yrs.	WPM	Information Data on Skills	
Type/Key Board			Date last Tested ____/____/____	
Shrt.Hnd./Spd.Wrt.			Specify which _____	
10 Key			By Touch____	By Sight____
Computer Knowledge		List (Software/Hardware)		
Know Windows?_____	DOS?_____			

List secretarial, computer, data processing or any other training courses completed which may be helpful to us in our consideration of your application. Include any special licences held.

LIST EMPLOYMENT INFORMATION - BEGIN WITH PRESENT OR MOST RECENT JOB

Present or Last Employer (Name, Address and Phone)

Phone (____)_____

Dates of Employment
From ___/___/___ To ___/___/___

Position

Salary
Start_____ Final_____

Main Job Duties -

Supervisor (Name and Title) -

Reason for Leaving -

Previous Employer (Name, Address and Phone)

Phone (____)_____

Dates of Employment
From ___/___/___ To ___/___/___

Position

Salary
Start_____ Final_____

Main Job Duties -

Supervisor (Name and Title) -

Reason for Leaving -

Previous Employer (Name, Address and Phone)

Phone (____)_____

Dates of Employment
From ___/___/___ To ___/___/___

Position

Salary
Start_____ Final_____

Main Job Duties -

Supervisor (Name and Title) -

Reason for Leaving -

Previous Employer (Name, Address and Phone)

Phone (____)_____

Dates of Employment
From ___/___/___ To ___/___/___

Position

Salary
Start_____ Final_____

Main Job Duties -

Supervisor (Name and Title) -

Reason for Leaving -

OTHER - List any other experience if it directly relates to this job.
Employer (Name, Address and Phone Number)

Phone (____)_____

Dates of Employment
From ___/___/___ To ___/___/___

Position

Salary
Start_____ Final_____

12
/
96

I hereby certify that all information provided in this application is true and correct.

Signature_____ Date___/___/___