

**Huerfano County  
Human Resources Department  
201 E 5<sup>th</sup> Street, Room 26  
Walsenburg, Colorado 81089  
Phone: 719-738-3000 ext. 205 Fax: 719-738-9877**

**Employment Application**

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, handicap or national origin

**Applicant Information**

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit # MAILING ADDRESS*  
\_\_\_\_\_  
*City State ZIP Code*

Contact Phone # \_\_\_\_\_ Email \_\_\_\_\_

Referred by: \_\_\_\_\_ Are you 18 years of age or older? YES  NO

Position Applied for: \_\_\_\_\_

Date Available: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Are you authorized to work in the US.? YES  NO

Have you ever worked for this company? YES  NO  If yes, when? \_\_\_\_\_

Have you ever been convicted of any law violation? YES  NO   
(Include any plea of "guilty" or "no contest." Exclude minor traffic violations)  
If yes, explain: \_\_\_\_\_  
(A conviction will not necessarily disqualify an applicant for employment)

**Education**

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

## References

List below three persons not related to you, whom you have known at least one year.

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

## Previous Employment

List below your last three employers, starting with the last one first.

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?

YES

NO

**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 Driving Jobs Only**

Do you have a valid driver's license?                      YES              NO  
                     

Driver's License Number: \_\_\_\_\_ Class of License: \_\_\_\_\_

Have you ever had your driver's license suspended or revoked in the last 3 years?                      YES              NO  
                     

If yes, give details: \_\_\_\_\_

**Disclaimer and Signature**

*If you are to be hired by Huerfano County, you will be required to attest to your identity and employment eligibility, and to present documents confirming your identity and employment eligibility. You cannot be hired if you cannot comply with these requirements.*

**AUTHORIZATION**

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the County.

I understand that any employment is conditioned on a background check. I authorize the County to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to the County, without giving me prior notice of such disclosure. In addition, I release the County, any former employers and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

**I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the County. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the County unless made in writing by an authorized County representative.**

If I am offered employment I agree to submit to a medical examination and drug test, if required, before starting work. If employed, I also agree to submit to a medical examination or drug test at any time deemed appropriate by the County and as permitted by law. I consent to such examinations and tests and I request that the examining doctor disclose to the County the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examination and drug test, if required, and if I am hired a condition of my employment will be that I abide by the County's Drug and Alcohol Policy.

I understand that acceptance of this form does not indicate there is a position open and does not obligate the County to hire. If hired, I agree to abide by all County work rules, policies and procedures. The County retains the right to revise its policies or procedures, in whole or in part, at any time.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_