

APPLICATION For EMPLOYMENT

**ADAMS COUNTY
P. O. Box 1008
Natchez, MS 39121
601-445-7934**

We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, citizenship status, genetic information or any other legally protected status.

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER
(Please Print)**

Position(s) Applied For _____	Date of Application _____
How Did You Learn About Us?	
_____ Advertisement	_____ Relative
_____ Employment Agency	_____ Friend
_____ Inquiry	_____ Other _____

Last Name	First name	Middle Name
Address	Number	Street
	City	State
		Zip Code
Telephone Number(s)		

Best Time to contact you at home is: _____ AM / PM

If you are under 18 years of age, can you provide required proof of you eligibility to work? _____ Yes _____ No

Have you filed an application with us before?..... _____ Yes _____ No

 If Yes, give date _____

Have you ever been employed with us before?..... _____ Yes _____ No

 If Yes, give date _____

Do you or your friends or relatives, other than spouse, work here?..... _____ Yes _____ No

Are you currently employed?..... _____ Yes _____ No

May we contact your present employer?..... _____ Yes _____ No

Are you prevented from lawfully becoming employed in this country because of your Visa or Immigration Status?

Proof of citizenship or immigration status will be required upon employment..... _____ Yes _____ No

Have you ever been arrested? _____ Yes _____ No If so, state the disposition of the arrest _____

Date available for work ___/___/___ What is your desired salary range? _____

Are you available to work Full-Time (Please indicate 1 2 3 shift)

 Part-Time (Please indicate Mornings Afternoons Evenings)

 Temporary (Please indicate dates available) ___/___/___ - ___/___/___

Are you currently on "Lay-Off" status and subject to recall?..... _____ Yes _____ No

Can you travel if a job requires it?..... _____ Yes _____ No

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job related, military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held. *You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:* _____

ADDITIONAL INFORMATION

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Specialized Skills (Check Skills/Equipment Operated)

<input type="checkbox"/> Terminal	<input type="checkbox"/> Spreadsheet	Production/Mobile Machinery (List)	Other (List)
<input type="checkbox"/> PC/MAC	<input type="checkbox"/> Word Processing	_____	_____
<input type="checkbox"/> Typewriter	<input type="checkbox"/> Shorthand	_____	_____
WPM _____	WPM _____	_____	_____
		_____	_____

State any additional information you feel may be helpful to us in considering your application.

NOTE TO APPLICANTS: DO *NOT* ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

CAN YOU PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB, FOR WHICH YOU ARE APPLYING, EITHER WITH OR WITHOUT A REASONABLE ACCOMODATION? YES NO

REFERENCES

1.	_____	(_____)	_____
	(NAME)		(PHONE#)

	(ADDRESS)		
2.	_____	(_____)	_____
	(NAME)		(PHONE#)

	(ADDRESS)		
3.	_____	(_____)	_____
	(NAME)		(PHONE#)

	(ADDRESS)		

