



## EMPLOYMENT HISTORY

We must have accurate and complete information on previous job tasks, as your work experience is an important factor in evaluating your qualifications. List names of employers in consecutive order with present or most recent employer listed FIRST. **Account for all periods of time** including military service, self-employment and any period of unemployment. Attach additional sheets as needed using the same format. **This section must be completed even if attaching a resume.**

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Current/Last Employer ..... Type of Business .....

Address ..... Telephone No. ....

Mailing City State Zip

Employed From ..... To ..... Job Title ..... Pay: Start ..... Final .....

Name of Last Supervisor ..... May we contact this employer? .....

Duties: .....

Reason for leaving or seeking other employment.....

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Previous Employer ..... Type of Business .....

Address ..... Telephone No. ....

Mailing City State Zip

Employed From ..... To ..... Job Title ..... Pay: Start ..... Final .....

Name of Last Supervisor ..... May we contact this employer? .....

Duties: .....

Reason for leaving or seeking other employment.....

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Previous Employer ..... Type of Business .....

Address ..... Telephone No. ....

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Employed From ..... To ..... Job Title ..... Pay: Start ..... Final .....

Name of Last Supervisor ..... May we contact this employer? .....

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Reason for leaving or seeking other employment.....

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Previous Employer ..... Type of Business .....

Address ..... Telephone No. ....

Mailing City State Zip

Employed From ..... To ..... Job Title ..... Pay: Start ..... Final .....

Name of Last Supervisor ..... May we contact this employer? .....

Duties: .....

Reason for leaving or seeking other employment.....

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**EDUCATION**

**High School Diploma or GED?** (please circle one)    Yes    No

Please list all colleges/vocational/technical schools attended:

Type of School	School Name/Location	Number of Years Completed	Degree Received
College or University			
College or University			
College or University			
Vocational or Technical			
Vocational or Technical			

**SPECIAL SKILLS, TRAINING OR RELEVANT EXPERIENCE**

What skills do you have that are related to the job for which you are applying? .....

List any other training, volunteer work or relevant experience that would be of further assistance in evaluating your qualifications. Include dates and length of experience, etc. ....

What machines or equipment (including office equipment) can you operate that are related to the job for which you are applying? .....

What computer software can you operate and at what proficiency? .....

**GENERAL**

For jobs requiring a valid Colorado driver's license or Commercial Driver's License (CDL). CDL positions require a "Driver's Supplemental Application", obtained from the Personnel Department or website and must be submitted with this form.

State	Class	Number	Expiration Date
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Have you ever been convicted of any law violation (include whether you are currently subject to a deferred sentence) except a minor traffic violation? (please circle one) Yes No

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

(A conviction does not automatically disqualify you from employment, since the nature and date of the offense, the job for which you are applying, and other factors will be considered.)

List three persons who are not related to you and who have definite knowledge of your business or professional qualifications for the position for which you are applying. Do not repeat names of supervisors listed under work history.

Name	Phone Number	Type of Relationship
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

**AFFIDAVIT**

Please read and **initial** each paragraph below (if there is any part of this page you do not understand, please call the Personnel Department before signing.)

\_\_\_\_\_ I certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement on this application or on any documents used to secure employment may be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_ I authorize Rio Blanco County to thoroughly investigate my references, work records, education and other matters related to my suitability for employment and to contact my current and previous employers. I authorize any person, school, current and former employers, law enforcement authorities, and organizations named in this application and the supplemental application, if required, to provide and release any information and opinions concerning my background, without giving me prior notice of such disclosure. I release such persons and organizations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

\_\_\_\_\_ I understand that nothing contained in the application, supplemental application or conveyed to me during any interview which may be granted is intended to create an employment contract, implied or explicit, between me and Rio Blanco County. In addition, I understand and agree that if I am employed, my employment relationship with Rio Blanco County is strictly voluntary and at our mutual will. I understand that if employed, my employment is for no definite period and may be terminated at any time, with or without prior notice, with or without cause or reason, at the option of either myself or Rio Blanco County, and that no promises or representations contrary to the forgoing are binding on Rio Blanco County unless made in writing and signed jointly by the appropriate elected official and myself.

\_\_\_\_\_ I understand and agree that if hired, any future changes in title, duties, compensation, working conditions, and/or Rio Blanco County benefits, policies and procedures will not alter our at-will agreement.

My signature below certifies that I have read and understand the instructions, conditions and other information provided in this document.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**RIO BLANCO COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

It is the policy of Rio Blanco County to provide equal employment opportunity to all qualified applicants without regard race, color, religion, national origin, age, sex, veteran, disability or handicap status. Various agencies of the government require employers to invite applicants to identify themselves.

In order to determine if we are reaching all segments of the community and that all groups are adequately represented among our applicant population, we are requesting that you answer the questions on this form.

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Sex: M F  
(Please circle)

Position applying for: \_\_\_\_\_ Announcement # \_\_\_\_\_

**COMPLETION OF THIS FORM IS VOLUNTARY AND IN NO WAY AFFECTS THE DECISION REGARDING YOUR APPLICATION FOR EMPLOYMENT. THIS FORM IS CONFIDENTIAL AND WILL BE MAINTAINED SEPARATELY FROM YOUR APPLICATION FORM.**

**Race Background:** (please check one or more of the following)

- White (not of Hispanic origin)      A person having origins in any of the original peoples of Europe, Middle East, or North Africa.
- American Indian or Alaska Native      A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Black or African American      A person having origins in any of the black racial groups of Africa.
- Asian      A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- Native Hawaiian or Other Pacific Islander      A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.

**Ethnic Background:**

- Hispanic or Latino      A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race.

**Referral Source:**

- A Rio Blanco County Employee       Newspaper
- Rio Blanco County Website       Colorado Workforce Center
- County Job Posting Board       Other \_\_\_\_\_

**THANK YOU FOR YOUR COOPERATION**