

Date Received:

Reviewed By:

Action:

ADAIR COUNTY FISCAL COURT

424 PUBLIC SQUARE, SUITE 1

COLUMBIA, KY 42728

270-384-4703

The Adair County Fiscal Court is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.

Name _____
Last First Middle
Address _____
Number & Street City State Zip Code
Position Sought _____ Full Time Part Time
Phone # _____ Email Address _____
Date Available _____ Are you over 18 years old? Yes No
Are you currently serving in any branch of the military? Yes No
Are you over 18 years old? Yes No
Are you legally eligible for employment in the United States? Yes No
(If offered employment, you will be required to provide documentation to verify eligibility.)

EDUCATION: Please indicate education or training which you believe qualifies you for the position you are seeking.

High School: No. of Yrs Completed (circle one) 1 2 3 4

Diploma: Yes No G.E.D.: Yes No

School(s) _____ City/State _____

College and/or Vocational School:

Number of Years Completed (circle one) 1 2 3 4

School(s) _____ City/State _____

Major _____ Degrees Earned _____

Other Training or Degrees

School(s) _____ City/State _____

Course _____ Degree or Certificate Earned _____

SKILLS :

Office: Typing _____ wpm. _____ Microsoft Word _____ Excel _____ Powerpoint
Other Software Skills _____

Have you ever been employed in any facility by the Adair County Fiscal Court? Yes No

If so, please state facility name and location and dates of employment

RECORD OF CONVICTION :

During the last ten years, have you ever been convicted of a crime other than minor traffic offense? Yes No

If yes, explain: _____

(A conviction will not necessarily automatically disqualify you for employment. Rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered).

EMPLOYMENT: List last employer first, including U.S. Military Service.

May we contact your present employer? Yes No

If any employment was under a different name, indicate name _____

1. Employer _____ Address _____

Telephone _____ Position _____

Dates of Employment: From _____ To _____
Mo/Yr Mo/Yr

Salary _____ Supervisor _____ Department _____

Duties _____ FT _____ PT _____ No. of Hrs. _____

Reason for Leaving _____

2. Employer _____ Address _____

Telephone _____ Position _____

Dates of Employment: From _____ To _____
Mo/Yr Mo/Yr

Salary _____ Supervisor _____ Department _____

Duties _____ FT _____ PT _____ No. of Hrs. _____

Reason for Leaving _____

Explain any gaps in work history: _____

Have you ever been discharged or asked to resign from a job? Yes No

If yes, explain: _____

References (One Professional, One Personal)

Name: _____ Phone Number _____

Name: _____ Phone Number _____

APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize the Adair County Fiscal Court to verify their accuracy and to obtain reference information on my work performance. I hereby release the Adair County Fiscal Court from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or the Employer may terminate my employment at any time with or without notice or cause.

Signature of Applicant _____ Date: _____