



**Application for Employment
Cherokee County**

An Equal Employment Opportunity/Affirmative Action Employer

Cherokee County is an equal opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, national origin, citizenship, handicap, or age. We assure you, the applicant, that your opportunity for employment depends solely on your qualifications.

- Applicants applying for positions with the County are required to meet the minimum qualifications or; an equivalent combination of training and experience in reference to the position for which they apply, before any application may be given consideration.

USE BLACK INK ONLY – PLEASE PRINT

NAME: _____
(Last) (First) (M) (Social Security No.)

PRESENT ADDRESS: _____

PHONE NUMBERS: (Home) _____ (Business) _____

LIST THE POSITION FOR WHICH YOU WISH TO APPLY: _____

WHEN COULD YOU BEGIN WORK: _____

PLEASE LIST MACHINERY OR EQUIPMENT YOU CAN OPERATE: _____

SELECT THE HIGHEST LEVEL OF EDUCATION COMPLETED:

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18

DEGREE: H. S. DIPLOMA OR EQUIVALENT ASSOCIATE BACHELOR MASTERS DOCTORATE LAW

MAJOR: _____

PLEASE LIST ANY JOB-RELATED CERTIFICATIONS OR LICENSE YOU CURRENTLY HOLD.

HAVE YOU EVER BEEN CONVICTED OF A CRIME OTHER THAN A MINOR TRAFFIC VIOLATION?

Date	Where Convicted	Nature of Charge	Disposition
_____	_____	_____	_____
_____	_____	_____	_____

QUESTIONNAIRE:

In an attempt to ensure the County of Cherokee’s continued commitment to Equal Employment Opportunities, we would appreciate you taking a moment to complete the questionnaire below.

The Civil Rights Act of 1964 prohibits discrimination in employment practice because of race, color, religion, sex or national origin. P.L 90-202 prohibits discrimination on the basis of age with respect to individuals who are at least 40, but less than 70 years old.

Date: _____ **Position applied for:** _____

Race (Please check one): Asian Black Hispanic Indian White Other

Sex (Please check one): Male Female

This information is required for EEO reporting purposes only. This tab is detached before the application is evaluated or forwarded to the interviewer.

Employment History

Note:

1. Resumes are accepted, but the application must be completed in its entirety.
2. Incomplete applications will not be processed.
3. Begin with your most recent position. List all positions (include military service, if any).

Name of Company: _____ Phone: _____

Address: _____

From: _____ To: _____ Title: _____

Duties: _____

Name and title of supervisor: _____ May we contact? _____

Reason for leaving: _____

Name of Company: _____ Phone: _____

Address: _____

From: _____ To: _____ Title: _____

Duties: _____

Name and title of supervisor: _____ May we contact? _____

Reason for leaving: _____

Name of Company: _____ Phone: _____

Address: _____

From: _____ To: _____ Title: _____

Duties: _____

Name and title of supervisor: _____ May we contact? _____

Reason for leaving: _____

List 3 references (non-relatives) that you have known for at least 2 years. Complete addresses are required.

Name: _____ Address: _____ Phone: _____

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Name: _____ Address: _____ Phone: _____