



**THIS SIDE MUST BE COMPLETED EVEN  
IF YOU ATTACH A RESUME**

**Thank You**

**PREVIOUS EMPLOYMENT:** Last employer first - If never employed, list three personal references.  
permission.

*NOTE: It is Haywood County policy to contact present employers without express*

\*\*\*\*\*

<b>WORK HISTORY</b> (include volunteer experience) Use additional sheets if necessary. As you describe your work history experiences, make sure you highlight your competencies which demonstrate your qualifications for the position for which you are applying.				
Current or Last Employer:		Address:		
Job Title:		Supervisor's Name	Telephone Number	No. Supervised by you:
Date Employed (mo/yr)	Starting Salary \$ per	Ending or Current Salary \$ per	Reason for Leaving	May We Contact Employer <input type="checkbox"/> Yes <input type="checkbox"/> No
Date Separated (mo/yr)	List major duties that demonstrate your competencies related to the position for which you are applying in order of their importance in the job:			
Full Time    Years    Months				
Part Time    Years    Months				
If part time, number of hours worked per week:				
Employer:		Address:		
Job Title:		Supervisor's Name	Telephone Number	No. Supervised by you:
Date Employed (mo/yr)	Starting Salary \$ per	Ending or Current Salary \$ per	Reason for Leaving	
Date Separated (mo/yr)	List major duties that demonstrate your competencies related to the position for which you are applying in order of their importance in the job:			
Full Time    Years    Months				
Part Time    Years    Months				
If part time, number of hours worked per week:				
Employer:		Address:		
Job Title:		Supervisor's Name	Telephone Number	No. Supervised by you:
Date Employed (mo/yr)	Starting Salary \$ per	Ending or Current Salary \$ per	Reason for Leaving	
Date Separated (mo/yr)	List major duties that demonstrate your competencies related to the position for which you are applying in order of their importance in the job:			
Full Time    Years    Months				
Part Time    Years    Months				
If part time, number of hours worked per week:				

\*\*\*\*\*

Have you ever been convicted of a misdemeanor or felony offense other than a minor traffic violation, including DUI/DWI? A conviction does not mean you cannot be hired. The offense and how recently you were convicted will be evaluated in relation to the job for which you are applying.  Yes  No (If yes, explain fully on an additional sheet.)

\*\*\*\*\*

**CHARACTER REFERENCES:** Do not list mere acquaintances, previous employers, or relatives by blood or marriage. References should be persons who know you well, either personally or in business.

NAME	POSITION & COMPANY	ADDRESS	PHONE

If chosen for a position with Haywood County, when will you be available for work? \_\_\_\_\_  
 What hours/shifts are you available to work? \_\_\_\_\_  
 Can you work overtime if required?  YES  NO

**CERTIFICATION OF APPLICANT:**  
 I hereby certify that all answers and statements in this application are true and given of my own free will. I understand that this information is subject to verification and permission is given to contact current and/or former employers. I am aware that should investigation disclose misrepresentation or falsification, I may be dismissed.

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