Equal Opportunity Information:

County Government policy prohibits discrimination based on race, sex, color, creed, national origin, age, handicap or disability. The information requested below will in no way affect you as an applicant. Its sole use will be to see how well our recruitment efforts are reaching all segments of the population and will be used for equal employment statistical information only.

Date of Birth (mo) (day) (year)	Check One SEX	ETHNIC GROUP 1. White (non-Hispanic) 2. Black (non-Hispanic) 3. Hispanic (Mexican, Puerto Rican, Cuban, Central or South American, other Spanish origin regardless of race)
Tear this portion off for HR befor	`	4. ☐ Asian (including Pacific Islander)

HAYWOOD COUNTY 215 N. Main Street Waynesville, NC 28786 Telephone: (828) 452-6764

FAX: (828) 452-6636 APPLICATION FOR EMPLOYMENT

EQUAL OPPORTUNITY EMPLOYER:

It is the policy of the County of Haywood to provide equal opportunity without discrimination as to race, color, creed,

Name				Phone	() -		
Fir	rst Mic	ldle	Last	I none	Area Code	=	
Home Address	S		City				
					Zip		
In case of emer	rgency notify	Nan	me	Addre	ess		
Phone w/Area	Code ()						
				*****		<u>-</u> -	
GENERAL:							
POSITION APPLIED FOR			-	Referred by			
Have you ever	r applied for worl	k or been er	mployed by Haywood	County?	When		
					ng horo		
If subject to V	filitary Selective	Service reg	istration certify compli	iance by initiali			
			istration certify compli			4.1. 1.4	
Do you know		ny you cann	not perform the essentia			applying, with or	
Do you know	of any reason when able accommode	ny you cann	not perform the essentia			applying, with or	
Do you know without reason	of any reason who nable accommodants:	ny you cann ations?	not perform the essentia	al duties of the j	ob for which you are a		3 4
Do you know without reason	of any reason who nable accommodants:	ny you cann ations?	not perform the essentia Yes No	al duties of the j	ob for which you are a college 1 2 3 4 Grad DATES ATTENDED		3 4
Do you know without reason	of any reason who able accommodants. N: ghest grade comp	ny you cann ations?	not perform the essentia Yes No	al duties of the j	ob for which you are a		
Do you know without reason EDUCATION (Circle the high	of any reason who able accommodants. N: ghest grade comp	ny you cann ations?	Yes No 3 4 5 6 7 8 9 10 1	al duties of the j	ob for which you are a college 1 2 3 4 Grac (MO/YR)	duate School 12 GRADUATE? Yes	MAJOR &
Do you know without reason EDUCATIO (Circle the hig	of any reason who able accommodants. N: ghest grade comp	ny you cann ations?	Yes No 3 4 5 6 7 8 9 10 1	al duties of the j	ob for which you are a college 1 2 3 4 Grac (MO/YR)	duate School 12 GRADUATE? Yes No	MAJOR &
Do you know without reason EDUCATIO (Circle the hig	of any reason when the accommodition of the second of the	ny you cann ations?	Yes No 3 4 5 6 7 8 9 10 1	al duties of the j	ob for which you are a college 1 2 3 4 Grac (MO/YR)	GRADUATE? Yes No Yes Yes	MAJOR &
Do you know without reason EDUCATIO (Circle the hig	of any reason when the accommodition of the second of the	ny you cann ations?	Yes No 3 4 5 6 7 8 9 10 1	al duties of the j	ob for which you are a college 1 2 3 4 Grac (MO/YR)	GRADUATE? Yes No Syes No No No No	MAJOR &
Do you know without reason EDUCATIO (Circle the hig YPE OF SCHOOL ligh School College/University	of any reason when the accommodition of the second of the	ny you cann ations?	Yes No 3 4 5 6 7 8 9 10 1	al duties of the j	ob for which you are a college 1 2 3 4 Grac (MO/YR)	GRADUATE? Yes No Yes No Yes No Yes Yes	MAJOR &
Do you know without reason EDUCATIO (Circle the hig YPE OF SCHOOL ligh School	of any reason when the accommodition of the second of the	ny you cann ations?	Yes No 3 4 5 6 7 8 9 10 1	al duties of the j	ob for which you are a college 1 2 3 4 Grac (MO/YR)	GRADUATE? Yes No Yes No Yes No No No	MAJOR &
Do you know without reason EDUCATIO (Circle the hig YPE OF SCHOOL ligh School College/University Graduate or Professional	of any reason when the accommoderate of the second of the	ny you cann ations?	Yes No 3 4 5 6 7 8 9 10 1	al duties of the j	ob for which you are a college 1 2 3 4 Grac (MO/YR)	GRADUATE? Yes No No No No No Yes No No Yes Yes Yes Yes Yes Yes Yes	MAJOR &
Do you know without reason EDUCATIO! (Circle the high Cype of SCHOOL dight School College/University Graduate or Professional College business or vocational	of any reason when the accommoderate of the second of the	ny you cann ations?	Yes No 3 4 5 6 7 8 9 10 1	al duties of the j	ob for which you are a college 1 2 3 4 Grac (MO/YR)	GRADUATE? Yes No No Yes No No Yes No No No No No No	MAJOR &
Do you know without reason EDUCATIO (Circle the hig YPE OF SCHOOL ligh School College/University Graduate or Professional Other educational, including business or vocational chools.	of any reason when the accommoderate of the second of the	ny you cannations?	Yes No 3 4 5 6 7 8 9 10 1	al duties of the j	DATES ATTENDED (MO/YR) FROM: TO:	GRADUATE? Yes No	MAJOR &

Condition of Employment: Following the interview and selection process for this position, appointment will be contingent upon the completion of a reference & criminal background check. A driving history will be obtained through the Department of Motor Vehicles if the employee will be operating a county vehicle. A credit report may be required for positions that require fiscal responsibility or handling County funds, and a separate authorization for this report will be required. Educational transcripts and certifications may also be required upon request. Once employed, either the employee or Haywood County can terminate the relationship at will, with or without cause at any time, except as specified within the policy manual, so long as there is no violation of applicable federal or state law.

THIS SIDE MUST BE COMPLETED EVEN IF YOU ATTACH A RESUME

Thank You

WORK HISTORY (include volunteer competencies which demonstrate yo			scribe your work history experien	nces, make sure you highlight you
Current or Last Employer:	ar quamications for the po-	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 Employ ☐Yes No☐
Date Separated (mo/yr)	List major duties that dimportance in the job:	emonstrate your competencies rela	ated to the position for which you	are applying in order of their
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 dimportance in the job:	emonstrate your competencies rela	ated to the position for which you	are applying in order of their
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	l
Date Separated (mo/yr)	List major duties that dimportance in the job:	emonstrate your competencies rela	ated to the position for which you	are applying in order of their
Full Time Years Months				
Part Time Years Months				
If part time, number of hours worked per week:				

ave you ever been convicted of a t mean you cannot be hired. The plying. ☐ Yes ☐ No (If yes, exp	offense and how recei	ntly you were convicted will be		
CHARACTER REFERENCES: D	•	*********	r relatives by blood or marria	age. References should be
persons who know you well, eith	er personally or in busii	ness.	riolatives by blood of marrie	igo. References should be
IAME	POSITION & CO	OMPANY AD	DRESS	PHONE
chosen for a position with Hayw What hours/shifts are you availab Can you work overtime if required	ole to work?	you be available for work? _		
CERTIFICATION OF APPLICAN hereby certify that all answers a ubject to verification and permis	nd statements in this a sion is given to contact	oplication are true and given of current and/or former employe	f my own free will. I understa ers. I am aware that should i	and that this information is investigation disclose
nisrepresentation or falsification,	i may be dismissed.			