

# Application For Employment

PEARL RIVER COUNTY  
BOARD OF SUPERVISORS  
P.O. BOX 569  
POPLARVILLE, MS 39470

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

|  |                                   |                                      |       |             |
|--|-----------------------------------|--------------------------------------|-------|-------------|
| Position(s) Applied For                    |                                   | Date of Application                  |       |             |
| How Did You Learn About Us?                |                                   |                                      |       |             |
| <input type="checkbox"/> Advertisement     | <input type="checkbox"/> Friend   | <input type="checkbox"/> Walk-In     |       |             |
| <input type="checkbox"/> Employment Agency | <input type="checkbox"/> Relative | <input type="checkbox"/> Other _____ |       |             |
| Last Name                                  |                                   | First Name                           |       | Middle Name |
| Address Number                             | Street                            | City                                 | State | Zip Code    |
| Telephone Number(s)                        |                                   | Social Security Number               |       |             |

If you are under 18 years of age, can you provide required proof of your eligibility to work?  Yes  No

Have you ever filed an application with us before?  Yes  No

Have you ever been employed with us before?  Yes  No  
If Yes, give date \_\_\_\_\_

Are you currently employed?  Yes  No  
May we contact your present employer?  Yes  No

Are you prevented from lawfully becoming employed in this county because of Visa or Immigration Status?  Yes  No

Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work?

Are you available to work:  Full Time  Part Time  Shift Work  Temporary

Are you currently on "lay-off" status and subject to recall?  Yes  No

Can you travel if a job requires it?  Yes  No

Have you been convicted of a felony within the last 7 years?  Yes  No

Conviction will not necessarily disqualify an applicant from employment.

If Yes, explain \_\_\_\_\_

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

# Education

|                              | Name and Address of School | Course of Study | Years Completed | Diploma Degree |
|------------------------------|----------------------------|-----------------|-----------------|----------------|
| <b>Elementary School</b>     |                            |                 |                 |                |
| <b>High School</b>           |                            |                 |                 |                |
| <b>Undergraduate College</b> |                            |                 |                 |                |
| <b>Graduate Professional</b> |                            |                 |                 |                |
| <b>Other (Specify)</b>       |                            |                 |                 |                |

Indicate any foreign languages you can speak, read and / or write

|       | FLUENT | GOOD | FAIR |
|-------|--------|------|------|
| SPEAK |        |      |      |
| READ  |        |      |      |
| WRITE |        |      |      |

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

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# Additional Information

## Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

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## Specialized Skills

## Check Skills/Equipment Operated

Rate your skill level in the use of the following with 5 being an expert and 0 being no experience using:

Microsoft Word \_\_\_\_ Microsoft Excel \_\_\_\_

Browsers: Internet Explorer \_\_\_\_ Chrome \_\_\_\_ Safari \_\_\_\_

Estimate of typing skills : Words per minute \_\_\_\_

Explain your knowledge of computers (any tools/apps you are familiar with that are not noted above)

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State any additional information you feel may be helpful to us in considering your application.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached.

YES

NO

## REFERENCES

1. Name \_\_\_\_\_ Phone \_\_\_\_\_

Address/City/State \_\_\_\_\_

2. Name \_\_\_\_\_ Phone \_\_\_\_\_

Address/City/State \_\_\_\_\_

2. Name \_\_\_\_\_ Phone \_\_\_\_\_

Address/City/State \_\_\_\_\_

# Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

|    |                     |                           |       |                       |
|----|---------------------|---------------------------|-------|-----------------------|
| 1. | Employer            | <b>Dates Employed</b>     |       | <b>Work Performed</b> |
|    |                     | From                      | To    |                       |
|    | Address             |                           |       |                       |
|    | Telephone Number(s) | <b>Hourly Rate/Salary</b> |       |                       |
|    |                     | Starting                  | Final |                       |
|    | Job Title           | Supervisor                |       |                       |
|    | Reason for Leaving  |                           |       |                       |
| 2. | Employer            | <b>Dates Employed</b>     |       | <b>Work Performed</b> |
|    |                     | From                      | To    |                       |
|    | Address             |                           |       |                       |
|    | Telephone Number(s) | <b>Hourly Rate/Salary</b> |       |                       |
|    |                     | Starting                  | Final |                       |
|    | Job Title           | Supervisor                |       |                       |
|    | Reason for Leaving  |                           |       |                       |
| 3. | Employer            | <b>Dates Employed</b>     |       | <b>Work Performed</b> |
|    |                     | From                      | To    |                       |
|    | Address             |                           |       |                       |
|    | Telephone Number(s) | <b>Hourly Rate/Salary</b> |       |                       |
|    |                     | Starting                  | Final |                       |
|    | Job Title           | Supervisor                |       |                       |
|    | Reason for Leaving  |                           |       |                       |
| 4. | Employer            | <b>Dates Employed</b>     |       | <b>Work Performed</b> |
|    |                     | From                      | To    |                       |
|    | Address             |                           |       |                       |
|    | Telephone Number(s) | <b>Hourly Rate/Salary</b> |       |                       |
|    |                     | Starting                  | Final |                       |
|    | Job Title           | Supervisor                |       |                       |
|    | Reason for Leaving  |                           |       |                       |

**If you need additional space, please continue on a separate sheet of paper.**

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

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# Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview  Yes  No

Remarks \_\_\_\_\_  
\_\_\_\_\_  
INTERVIEWER DATE

Employed  Yes  No Date of Employment \_\_\_\_\_

Job Title \_\_\_\_\_ Hourly Rate/  
Salary \_\_\_\_\_ Department \_\_\_\_\_

By \_\_\_\_\_  
NAME AND TITLE DATE

## Notes

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## ACKNOWLEDGEMENT AND CONSENT TO MOTOR VEHICLE RECORD CHECK

Please note that Pearl River County requires that all employees whose duties require driving a vehicle submit to a check of their driving record to ensure that they hold a valid driver's license and that they do not pose any unnecessary risks in operating a vehicle. Both offers of employment and continued employment, for those positions that require driving, are contingent upon a satisfactory driving record.

As such, Pearl River County intends to obtain a copy of your motor vehicle record for insurance purposes. The record will be used to evaluate your eligibility for driving in the course of county business. If you are offered employment, Pearl River County will obtain subsequent motor vehicle reports to check your driving record. Please sign and date below to acknowledge that you have reviewed this disclosure and consent to allow the County to obtain a copy of your motor vehicle report during the application process, along with subsequent motor vehicle record checks, should you be employed in a position in which driving is required.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
License Number

\_\_\_\_\_  
License State

## AUTHORIZATION TO RELEASE INFORMATION

(Please print or type in ink)

TO: \_\_\_\_\_  
Name of Agency/Department from which information is being requested

I hereby request and authorize you to furnish Pearl River County with any and all information they may request concerning my work record, educational history, military record, financial status, criminal record, general reputation, and my past/or present medical condition. This authorization is specifically intended to include any and all information of a confidential or privileged nature as well as photocopies of such documents, if requested. The information will be used for the purpose of determining my eligibility for employment with Pearl River County, Mississippi.

I hereby release you and your organization from any liability which may or could result from furnishing the information requested above or from any subsequent use of such information in determining my qualifications to serve as an employee of Pearl River County, Mississippi.

\_\_\_\_\_  
Signature of Release

\_\_\_\_\_  
Date