



APPLICATION FOR EMPLOYMENT

Jones County Board of Commissioners
P.O. Box 1359 Gray, Ga. 31032
478 986-8232 www.jonescountyga.org

Position Applied for _____

Job Announcement number _____

All qualified applicants will receive consideration for employment regardless of race, color, religion, sex, age, national origin or disability. Jones County Board of Commissioners will hire only authorized workers, regardless of national origin. If offered employment you will be required to provide documentation to verify employment eligibility. Failure to provide documentation may result in ineligibility for employment. This application must be typed or printed and must be legible. Incomplete applications may be rejected. Complete one application for each position for which you are applying. Resumes may be submitted but are not accepted in lieu of a completed application. Application must be submitted to Human Resources via fax, mail, email, or at the Government Center.

Last Name _____ First (given) _____ Middle _____ Other name(s) _____

Address, Street, P.O. Box, Apt # _____ City _____ State _____ Zip Code _____

Telephone number(s) _____ Email address _____

How did you hear of this opening? Newspaper Website Walk-in/HR Board Other _____

Available to work: (Check all that apply) Full-Time Part-Time Temporary Salary Requirement: _____

Date available to begin work: _____ Are you eligible to work in the United States? Yes No

May we contact your present/past employer(s)? Yes No Are you 18 years of age or older? Yes No

Have you ever worked for us before? Yes No If yes, when and where? _____

Give name, relationship, & department of any relatives who are employed by the Jones County Board of Commissioners

Do you have a valid Driver's License? Yes No License # _____ Class _____ State _____

Have you received any traffic violations in the past 3 years? Yes No If yes, list type and date(s)

Have you ever been suspended, demoted, dismissed or asked to resign from any job? Yes No If yes, explain in detail

Are you able to perform the essential functions of this job with or without reasonable accommodations? Yes No

Were you in the U.S. Armed Forces? Yes No Branch _____ From _____ To _____

EDUCATION

SCHOOLS	PRINT NAME, NUMBER AND STREET, CITY, STATE, AND ZIP CODE FOR EACH SCHOOL LISTING	TYPE/MAJOR	Degree Earned yes/no	If no degree, hours earned: quarter/sem
HIGH SCHOOL				
GED				
COLLEGE				
GRADUATE				
TECHNICAL				
OTHER				

Describe any specialized training, qualifications, apprenticeship, extra-curricular activities which relate to the job for which you are applying. Include office equipment, computer, foreign language, typing, business equipment, or machine operating skills.

WORK HISTORY

Describe your work history beginning with your current or most recent job. Include military and volunteer experience and periods of unemployment. Failure to give complete information regarding each job held may result in disqualification.

Name of Employer: _____ Supervisor: _____

Job Title/Duties: _____ Phone # _____

Address _____ City _____ State _____ Zip _____

Date(s) employed: From _____ To: _____ Reason for leaving: _____

Name of Employer: _____ Supervisor: _____

Job Title/Duties: _____ Phone # _____

Address _____ City _____ State _____ Zip _____

Date(s) employed: From _____ To: _____ Reason for leaving: _____

Name of Employer: _____ Supervisor: _____

Job Title/Duties: _____ Phone # _____

Address _____ City _____ State _____ Zip _____

Date(s) employed: From _____ To: _____ Reason for leaving: _____

REFERENCES (Three references that ARE NOT related to you and ARE NOT previous employers)

1.	_____	_____	_____
	Name	Address	Phone #
2.	_____	_____	_____
	Name	Address	Phone #
3.	_____	_____	_____
	Name	Address	Phone #

Authorization to Release Information / Conditions of Employment

I have made application for employment with the Jones County Board of Commissioners. I authorize any persons or organizations to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, whether or not it is in their records, with regard to any of the subjects covered by this application, and I release all such parties from all liability for any damage whatsoever for issuing same.

Furthermore, if I am employed by the Jones County Board of Commissioners, I agree to conform to the policies, rules, orders and regulations of the government set forth in the Jones County Board of Commissioner's Personnel System, employee handbook, policies, and ordinances; and acknowledge that these policies, rules, and regulations may be changed, interpreted, withdrawn, or added to by the employer at any time, at the employer's sole option.

I further acknowledge that if I become employed with the Jones County Board of Commissioners, my employment will be at-will and may be terminated with or without cause at any time by me or by the employer until such time that I am no longer on my initial trial period, and become a regular status employee.

If required by Jones County Government for the position which I am applying, I consent to undergo a physical examination and/or psychological examination after I have received a conditional offer of employment, as deemed necessary.

Alcohol and Controlled Substance Testing

As a condition of employment with the Jones County Board of Commissioners, you will be required to submit to and successfully pass an alcohol and controlled substance test prior to employment. Should you become an employee with the Jones County Board of Commissioners, your position may require random drug testing. Employees must, as a condition of employment, abide by our policies regarding the effects of drug use and the unlawful possession of controlled substances. Employees are expected to report for work without the effects of illegal drugs and alcohol in their bodily systems. Employees must report any conviction under a criminal drug statute for such violations. A report of the conviction must be made within five (5) days after the conviction. (This requirement is mandated by the Drug-Free Workplace Act of 1988).

Applicants Certification and Agreement

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I am aware that the falsification of this application or the omission of complete information will result in disqualification, or upon discovery, termination of employment. The Jones County Board of Commissioners is hereby authorized to make any investigation of my prior educational and work history. I agree that all records generated for purposes of employment are property of and shall remain the sole and exclusive property of the Jones County Board of Commissioners and may be subject to disclosure under the Georgia Open Records Act. I acknowledge by signing this form to the conditions of employment, release of information, and consent to alcohol and controlled substance testing requirements.

Date _____ Applicant's Signature _____

APPLICATION SUBMISSION:

MAIL: Human Resources, P.O. Box 1359 Gray, Ga. 31032 **FAX:** 478 986-8298

EMAIL: Shannon Wagner

IN PERSON: Government Center, 166 Industrial Blvd, Gray Ga.

EQUAL OPPORTUNITY EMPLOYER

JONES COUNTY

HUMAN RESOURCES DEPARTMENT

The following information is requested on a voluntary basis and will not be filed with your application. It is the policy of the Jones County Board of Commissioners to ensure equal opportunity in employment and promotion. This policy will be administered without regard to race, religion, color, national origin, marital or veteran status, sex, age, or disability.

Failure to complete this form will not affect your application for a position.

Your cooperation is appreciated. If you prefer not to reply, you may leave this page blank.

If you have any questions, please contact the Human Resources Department at 478 986-8232

Position applied for _____

Date of application _____

Male

Female

Date of Birth _____

WITH WHICH ETHNIC GROUP DO YOU MOST IDENTIFY

Black - Not of Hispanic Origin

Caucasian – Includes origins in Europe, North Africa, Middle East; not Hispanic or East Indian

Hispanic – Includes origins of Mexican, Puerto Rican, Central America, South America, or other Spanish cultures.

American Indian / Alaskan Native

Asian / Pacific Islander

Multiracial