



# BALDWIN COUNTY COMMISSION APPLICATION FOR EMPLOYMENT



Baldwin County Commission is an equal opportunity employer. It is our policy to abide by all federal and state laws prohibiting employment discrimination solely on the basis of a person's race, color, creed, national origin, religion, age (over 40), sex, marital status, or physical or mental disability, except where a reasonable, bona fide occupational qualification exists.

## GENERAL INFORMATION

Name (Last)	(First)	(Middle Initial)	Home Telephone
Address (Mailing Address)	(City)	(State)	(Zip) Other Telephone
E-Mail Address		Are you legally entitled to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No	

## POSITION

Position Desired	
Are you able to perform the essential functions of the job you are applying for, with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Salary/Hourly Rate Desired	Date Available

## EDUCATION

High School Graduate or General Education (GED) Test Passed? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, list the highest grade completed.						
<b>College, Business School, Military (Most recent first)</b>						
Name and Location	Dates Attended Month/Year	Credits Earned		Graduate	Degree & Year	Major or Subject
		Quarterly/ Semester Hours	Other (Specify)			
	From: To:			<input type="checkbox"/> Yes <input type="checkbox"/> No		
	From: To:			<input type="checkbox"/> Yes <input type="checkbox"/> No		
	From: To:			<input type="checkbox"/> Yes <input type="checkbox"/> No		
	From: To:			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Occupational License, Certificate or Registration		Number		Where Issued		Expiration Date
Occupational License, Certificate or Registration		Number		Where Issued		Expiration Date
Occupational License, Certificate or Registration		Number		Where Issued		Expiration Date
Valid Driver's License <input type="checkbox"/> Yes <input type="checkbox"/> No	Commercial Driver's License <input type="checkbox"/> Yes <input type="checkbox"/> No	Commercial Driver's License Class <input type="checkbox"/> Class A <input type="checkbox"/> Class B <input type="checkbox"/> Class C			Endorsements:	
Languages Read, Written or Spoken Fluently Other Than English						

## VETERAN INFORMATION (Most recent)

Branch of Service	Date of Entry	Date of Discharge
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## SPECIAL SKILLS (List all pertinent skills and equipment that you can operate)

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**WORK EXPERIENCE (Most recent first)**

Employer	Telephone Number			From (Month/Year)
Address (Mailing)	(City)	(State)	(Zip)	To (Month/Year)
Job Title	Reason for Leaving			Hours Worked Per Week
Specific Job Duties				Last Salary
				Supervisor
				May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer	Telephone Number			From (Month/Year)
Address (Mailing)	(City)	(State)	(Zip)	To (Month/Year)
Job Title	Reason for Leaving			Hours Worked Per Week
Specific Job Duties				Last Salary
				Supervisor
				May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer	Telephone Number			From (Month/Year)
Address (Mailing)	(City)	(State)	(Zip)	To (Month/Year)
Job Title	Reason for Leaving			Hours Worked Per Week
Specific Job Duties				Last Salary
				Supervisor
				May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer	Telephone Number			From (Month/Year)
Address (Mailing)	(City)	(State)	(Zip)	To (Month/Year)
Job Title	Reason for Leaving			Hours Worked Per Week
Specific Job Duties				Last Salary
				Supervisor
				May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

If employed by the Baldwin County Commission, I agree to and review and abide by the Alabama Code of Ethics, Section 36-23-1 thru 20, Ala. Code 1975, as the same may be amended, and policies and procedures of the Baldwin County Commission, which includes the Baldwin County Commission's Anti-Harassment policy. I further understand that while in a probationary status, my employment can be terminated, with or without cause or notice, at any time, at the discretion of the Baldwin County Commission or myself. I further understand that no representative of the Baldwin County Commission other than the Personnel Director, Appointing Authority or Appointed Department Head has any authority to enter into any agreement, oral or written, on behalf of the Baldwin County Commission for a term of employment or to make any assurance or promise of continued employment, subject to approval by the Baldwin County Commission.

If employed by the Baldwin County Commission, I understand and agree that I may be required to take a pre-employment drug and alcohol screening test. I also consent to the release of the test results to the Baldwin County Commission for its use, and I understand that any positive drug or alcohol result may preclude my employment. The Baldwin County Commission may conduct a pre-employment background check, including, but not limited to, criminal, drivers' license, and reference checks.

By typing or signing my name in the following space, I certify the above statements to be true and correct, to the best of my knowledge, and I agree that this information can be used for the purpose of processing my employment application and information.

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