Stanley County
Application for Employment

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

(Please Print)

Position(s) Applied For	Date of Application

How Did You Lean About Us?

☐ Advertisement ☐ Relative ☐ Inquiry
☐ Employment Agency ☐ Friend ☐ Other_____

Last Name	First Name	Middle Name

Address	*Number*	*Street*	*City*	*State*	*Zip Code*

Telephone Number (s)	

Best time to contact you at home is..... _____:_____ AM PM

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 Stanley County before? ..... ☐ Yes ☐ No

If Yes, give date: _____

Have you ever been employed with Stanley County before? ..... ☐ Yes ☐ No

If Yes, give date: _____

Do any of your friends or relatives work here? ..... ☐ Yes ☐ No

Please give name of relatives. _____

Are you currently employed? ..... ☐ Yes ☐ No

May we contact your present employer? ..... ☐ Yes ☐ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? ☐ Yes ☐ No
Proof of citizenship or immigration status will be required upon employment

Date available for work _____/_____/_____ What is your desired salary range? _____

Are you available to work: ☐ Full Time (please indicate 1 2 3 Shift)

☐ Part Time (please indicate Mornings Afternoon Evenings)

☐ Temporary/Seasonal (please indicate dates available ____/____/____ - ____/____/____)

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

Can you travel if a job requires it? ..... ☐ Yes ☐ No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

EDUCATION

	Name and Address Of School	Course of Study	No. of Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

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

Describe any job-related training received in the United States military:

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	DATES From	EMPLOYED To	Work Performed
Address			
Telephone Number (s)	Hourly/Rate Starting	/ Salary Final	
Job Title Supervisor			
Reason for Leaving:			May we contact employer? YES NO

2. Employer	DATES From	EMPLOYED To	Work Performed
Address			
Telephone Number (s)	Hourly Rate Starting	/ Salary Final	
Job Title Supervisor			
Reason for Leaving:			

3. Employer	DATES From	EMPLOYED To	Work Performed
Address			
Telephone Number (s)	Hourly Rate Starting	/ Salary Final	
Job Title Supervisor			
Reason for Leaving:			

4. Employer	DATES From	EMPLOYED To	Work Performed
Address			
Telephone Number (s)	Hourly Rate Starting	/ Salary 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:

ADDITIONAL INFORMATION

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

SPECIALIZED SKILLS (Check Skills / Equipment Operated)

_____ Terminal	_____ Spreadsheet	Production/Mobile Machinery (list)	Other (list)
_____ PC/MAC	_____ Word Processing	_____	_____
_____ Typewriter	_____ Shorthand	_____	_____
WPM _____	WPM _____	_____	_____

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, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given. _____ YES _____ NO

REFERENCES:

1.

(Name) ( ) Phone#

(Address) (City) (State) (Zip Code)

EMAIL:

2.

(Name) ( ) Phone#

(Address) (City) (State) (Zip Code)

EMAIL:

3.

(Name) ( ) Phone#

(Address) (City) (State) (Zip Code)

EMAIL:

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

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

☐

STANLEY COUNTY AUDITOR
PO BOX 595
FORT PIERRE, SD 57532