

# Employment Application

## Park County, Wyoming

1002 Sheridan Avenue ~ Cody, WY 82414

### Notice to Applicants

Park County considers applicants without regard to race, color, religion, creed, gender, national origin, age, marital status, the presence of a non-job-related medical conditions or physical disability or any other legally protected status unless related to a bona fide occupational requirement.

Position Applied For:  
Application Due Date:

|   |  |
|---|--|
| <b>P<br/>E<br/>R<br/>S<br/>O<br/>N<br/>A<br/>L<br/><br/>I<br/>N<br/>F<br/>O<br/>R<br/>M<br/>A<br/>T<br/>I<br/>O<br/>N</b> | Name _____<br><small>Last First Middle</small>   |
|   | Mailing Address: _____<br><small>City St Zip</small>   |
|   | Email Address: _____   |
|   | Work Phone: _____ Home Phone: _____ Cell Phone: _____  |
|   | List other names, if any, used on employment or education records: _____   |
|   | Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? <input type="checkbox"/> Yes <input type="checkbox"/> No  |
|   | Have you ever worked for or are you currently working for Park County? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If yes, please provide dates and department(s): _____<br>Prior Position(s): _____<br>Reason(s) for leaving: _____   |
|   | Do you have relatives working for Park County? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If yes, please give their name, department and relationship: _____<br>_____<br>_____  |
|   | Please describe your experience with Microsoft Office programs or other similar software programs for word processing and spreadsheet applications. Rate your knowledge and use of the programs 1-10 with 1 being no experience and 10 being proficient.<br>_____<br>_____<br>_____<br>_____ |

|  |                    |                            |                 |                            |                              |                           |
|--|--------------------|----------------------------|-----------------|----------------------------|------------------------------|---------------------------|
| <b>E<br/>D<br/>U<br/>C<br/>A<br/>T<br/>I<br/>O<br/>N</b> | School             | Name and Address of School | Course Of Study | Circle Last Year Completed | Did You Graduate             | List Diploma or Degree(s) |
|  | High School        |                            |                 | 8 9 10                     | <input type="checkbox"/> Yes |                           |
|  |                    |                            |                 | 11 12                      | <input type="checkbox"/> No  |                           |
|  | College            |                            |                 | 1 2                        | <input type="checkbox"/> Yes |                           |
|  |                    |                            |                 | 3 4                        | <input type="checkbox"/> No  |                           |
|  | Other<br>(Specify) |                            |                 |                            |                              |                           |
|  |                    |                            |                 |                            |                              |                           |
|  |                    |                            |                 |                            |                              |                           |

|   |   |
|---|---|
| <b>S<br/>P<br/>E<br/>C<br/>I<br/>A<br/>L<br/><br/>S<br/>K<br/>I<br/>L<br/>L<br/>S</b> | <b>Special Skills Relating To The Position For Which You Are Applying:</b> (clerical skills, bookkeeping, accounting, etc.) |
|   | _____   |
|   | _____   |
|   | _____   |
|   | _____   |
|   | _____   |
|   | _____   |
|   | _____   |
|   | _____   |
|   | _____   |

**References:** List three (3) references that have knowledge of your ability to perform this job.

| Name of Reference | Complete Mailing Address | Telephone Number | Years Acquainted |
|-------------------|--------------------------|------------------|------------------|
|                   |                          |                  |                  |
|                   |                          |                  |                  |
|                   |                          |                  |                  |

**Employment Experience**  
 On the following page please list your **ENTIRE** employment experience. Please begin with your present or most recent job and list your entire work experience with emphasis on experience relevant to this position. Include military service and any volunteer work that provided experience that would help you qualify. If the space provided is not sufficient, you may continue this section on a separate sheet of paper. This information must be completed in full. **Notice to Applicants: Information that you provide on this application is subject to verification. Previous employers may be contacted as references or for verification of information.**

Do you want to be informed before we contact your present employer?       Yes       No

Current Employer: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
Street Address: \_\_\_\_\_ Date Employed: From \_\_\_\_\_ To \_\_\_\_\_  
Salary/Wage: \_\_\_\_\_ Position(s) Held: \_\_\_\_\_  
Contact Name and Title: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Description of work performed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
Street Address: \_\_\_\_\_ Date Employed: From \_\_\_\_\_ To \_\_\_\_\_  
Salary/Wage: \_\_\_\_\_ Position(s) Held: \_\_\_\_\_  
Contact Name and Title: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Description of work performed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
Street Address: \_\_\_\_\_ Date Employed: From \_\_\_\_\_ To \_\_\_\_\_  
Salary/Wage: \_\_\_\_\_ Position(s) Held: \_\_\_\_\_  
Contact Name and Title: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Description of work performed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**AUTHORIZATION TO RELEASE INFORMATION**

I certify that all information provided in this application is true and complete. I understand that misrepresentation or omission of facts during the application or selection process may disqualify me from further consideration. I understand Park County may conduct a background investigation, which may include obtaining information from former employees, co-workers or others with knowledge of my work experience. I understand I have the right to make a written request within a reasonable time for the disclosure of the name and address of any consumer-reporting agency, which may be utilized in the background investigation

I authorize the investigation of any or all statements contained in this application and also authorize any person, school, current employer, past employers and organizations contacted to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements. I understand that I may be required to successfully pass drug and alcohol screening examinations. I hereby consent to pre-employment drug and alcohol screens, if required, as a condition of employment.

**I have read, understand and, by my signature, consent to these statements. I authorize investigation of all information contained in this application.**

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

\_\_\_\_\_  
Date