

APPLICATION FOR EMPLOYMENT
GREENE COUNTY BOARD OF COMMISSIONERS
1034 Silver Drive
Suite 201
Greensboro, GA 30642
FAX # 706-453-9555
PHONE # 706- 453-7716

GENERAL INFORMATION

Evaluations of applications are based on individual merit. Information MUST BE COMPLETE so that all applications can be given equitable consideration. All qualified applicants will receive consideration for employment regardless of race, color, religion, sex, age, national origin or disability. Greene County will hire only authorized workers, regardless of national origin. This application must be typed or printed. Please complete one application for each position for which you apply. YOU MUST SIGN AND DATE YOUR APPLICATION IN INK. INCOMPLETE APPLICATIONS MAY BE REJECTED. RESUMES ARE NOT ACCEPTED IN LIEU OF A COMPLETED APPLICATION.

PERSONAL DATA

Job Announcement Closing Date _____

Position Desired _____ Salary Requirement _____

Name _____
first middle initial last

Email Address _____

Address _____
street apt. # city state zip code

Telephone Numbers(_____) _____ (_____) _____ (_____) _____
home work other

How did you hear of this opening? _____ Date available to begin work? _____

Have you ever worked for Greene County Gov't.? Yes No When & Where? _____

Give name, relationship and department of any relatives who are employed with Greene County Gov't.

Will you accept: Temporary work? Yes No Part-time work? Yes No
Shiftwork? Yes No Week-end/Holiday? Yes No

Are you over 18 years old? Yes No

Are you a citizen of the U.S.? Yes No

Are you legally eligible to work in the U.S.? Yes No

NOTE: If offered employment you will be required to provide documentation to verify employment eligibility. Failure to provide the requested documentation may result in a determination that the applicant is ineligible for employment in the United States.

Do you have a valid Drivers License? Yes No License # _____ State _____

Do you have a valid Commercial Drivers License? Yes No What Classification? _____

NOTE: Possession of a valid drivers license is not an essential function of all employment offered by the County. Answering "No" to this question is not necessarily a bar to consideration for employment. If offered employment, applicants will be required to obtain a current copy of their Motor Vehicle Records Report from the appropriate designated agency and provide it to Greene County.

Have you received any traffic citations in the past 3 years? Yes No
Please indicate type of offense and dates _____

Have you (since the age of 18) ever been convicted of or plead guilty or no contest to a misdemeanor? Yes No
Have you (since the age of 18) ever been convicted of or plead guilty or no contest to a felony? Yes No
If YES, describe circumstances _____

NOTE: Any applicant convicted of any criminal offense involving the manufacture, distribution, trafficking, or sale of a controlled substance, dangerous drugs or marijuana, or convicted of any felony involving a violent crimes such as assault with a deadly weapon, aggravated assault or murder are ineligible for employment with Greene County. Such applicants shall be automatically rejected. Applicants convicted of any other felony will be considered on a case-by-case basis. Any applicant who has been convicted of any felony or misdemeanor and has received a pardon from the appropriate State Pardons/Parole Board shall be eligible for employment with the County. By signing this application, applicants agree to submit to a background investigation by Greene County and will also be required to submit to pre-employment drug testing as designated and provided for by the County.

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

EDUCATION

HIGH SCHOOL

Name: _____ Location: _____

Circle the highest grade completed: 7 8 9 10 11 12 Graduated? Yes No

If not a high school graduate, do you have a GED? Yes No

COLLEGES/UNIVERSITIES						
NAME OF SCHOOL	CITY	STATE	HRS. EARNED	QTRS. EARNED	MAJOR	DEGREE EARNED

Describe special vocational or business courses you have taken which relate to the job for which you are applying.

Special skills, qualifications, and certifications (including language skills, typing skills, and business equipment or machine operating skills) which relate to the job for which you are applying.

