

NOLAN COUNTY APPLICATION PROCEDURE

The following procedure has been prepared as a guide for persons interested in applying for a job with Nolan County. It outlines the steps that must be taken when applying for a job and gives other information about the application process. If you have any questions about applying for a job with Nolan County, please feel free to visit the County Auditor's Office in the County Courthouse.

1. Applications for employment with Nolan County SHALL ONLY BE ACCEPTED WHEN THERE ARE JOB OPENINGS AND THE INDIVIDUAL SUBMITTING THE APPLICATION INDICATES THE SPECIFIC JOB FOR WHICH HE OR SHE IS APPLYING. Applications which are submitted when there are no job openings, or which do not indicate the job for which the applicant is applying, shall be returned to the applicant with an explanation of the procedure for applying for jobs with Nolan County. Blank application forms are available from the County office as per the posting.
2. Before anyone will be considered to be an applicant for a job with Nolan County, he or she must:
 - a. Pick up a Nolan County Application form per the job posting once there is a current job opening posted on the bulletin board. No blank applications will be handled prior to the posting of an opening, through mail, email, nor be available on the Counties' website.
 - b. Fully complete the Nolan County Application for Employment form in its entirety.
 - c. Return the form as per directed on the job opening posting. (Applications for a job will only be accepted through 5:00 p.m. on the closing date for the job. Applications received after that date & time will not be considered for the job and will not be accepted by any department).
3. Resumes will be accepted to provide additional information about an individual's qualifications only when submitted with the Nolan County Application for Employment form as outlined in Section 2 of this procedure. The mere submission of a resume does not constitute application for employment with Nolan County. Resumes which are not submitted in accordance with this procedure shall be returned to the individual with an explanation of the County's application procedure.
4. Applications are not retained for review and a new application must be submitted for each job for which a person wishes to apply.
5. Current employees of Nolan County who wish to apply for a different job within the County shall be required to follow this application procedure.
6. All interviews for employment with Nolan County shall be scheduled by the department head for the department in which the opening exists. No meeting or discussion with an elected official, department head, manager, supervisor, or other employee of the County shall be construed as a job interview unless it has been scheduled and identified as a job interview by the department head.
7. All open positions with Nolan County are posted on the individual bulletin board clearly marked Job Opening in the west wing of the Nolan County Courthouse. Please watch for any openings posted there.

NOLAN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

7-8-2015

NOLAN COUNTY APPLICATION FOR EMPLOYMENT

NOLAN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

____/____/____
Date of Application

____/____/____
Date Available for Hire

Department

Position Applying For

ABOUT YOU

First Name

Middle Name

Last Name

Alias or Past Names: (Please include maiden name, if applicable.)

First Name

Middle Name

Last Name

First Name

Middle Name

Last Name

Current Residence

Address

Phone

City

Daytime Phone

State

ZIP Code

Is it okay to call you at work? __Yes__ No

Past Residence(s)

____/____/____
Start Date

to

____/____/____
End Date

Address

City

State

ZIP Code

____/____/____
Start Date

to

____/____/____
End Date

Address

City

State

ZIP Code

Are You:

Over 18 Years Old?

Yes

No

A previous applicant?

A previous employee?

Legally able to work in the U.S.?

Able to make it to work using a
reliable means of transportation?

Have You:

Ever been convicted of a crime other than a traffic
violation? ____ Yes ____ No

If yes, please describe and include type of crime and
date of conviction _____

Your Work Experience

Present/Last Employer _____
Type of Organization ____/____/____ to ____/____/____
Start Date End Date

Address _____
Phone Salary

Supervisor May We Contact? ____ Yes ____ No Job Title

Reason For Leaving _____

Present/Last Employer _____
Type of Organization ____/____/____ to ____/____/____
Start Date End Date

Address _____
Phone Salary

Supervisor May We Contact? ____ Yes ____ No Job Title

Reason For Leaving _____

Present/Last Employer _____
Type of Organization ____/____/____ to ____/____/____
Start Date End Date

Address _____
Phone Salary

Supervisor May We Contact? ____ Yes ____ No Job Title

Reason For Leaving _____

Present/Last Employer _____
Type of Organization ____/____/____ to ____/____/____
Start Date End Date

Address _____
Phone Salary

Supervisor May We Contact? ____ Yes ____ No Job Title

Reason For Leaving _____

Professional Information (if applicable)

License Description _____ License Number _____

Effective Date _____ Expiration _____

Registry or Certification _____ Registration No. _____

Other _____

Your Education & Training

Type of School	Name and Location of School/Training	Dates of Attendance	Name and Date of Degree Earned	Fields of Study (major and Minor)
High School/ Trade School				
Business or Tech School				
Colleges				
Sexual Harrassment Training				
Other Training (Explain)				

Academic or Other Awards or Achievements

(*Academic, honors, awards, scholarships/fellowships, membership in academic societies or other awards obtained related to your education or qualifications for the position)

Date	____/____/____	Description	_____
Date	____/____/____	Description	_____
Date	____/____/____	Description	_____
Date	____/____/____	Description	_____

Additional Qualifications

(*Special technical computer or individual skills that would qualify you for the position)

Description	_____
Description	_____
Description	_____
Description	_____

U. S. Military Service

Branch	_____	Rank at Discharge	_____	Dates of Service	____/____/____
Duties	_____ Honorable Discharge? ____Yes ____No				

*Exclude those that would indicate race, color, religion, national origin, disability or age.

Please Read Carefully

If you have any questions regarding the application, this statement or have need of special assistance in regard to applying for this position, please see the person of this organization who is assisting you with this application.

Nolan County does not discriminate in hiring on basis of race, color, religion, sex, national origin, disability, veteran status, or your membership in any protected class protected under law of this jurisdiction. This application does not intend to ask questions that would provide information that could be used for discrimination.

Your application will be given the consideration it deserves; however, completing an application does not imply that you will be offered employment. By signing your name below, you understand that nothing contained in this application or any information gained or discussed during the interview process creates an employment contract between you and Nolan County. Should this application and the process surrounding this application result in your employment, you have the right to terminate your employment at any time and for any reason. Likewise, Nolan County reserves the right to terminate your employment at any time and for any reason.

Moreover, you understand that no person of Nolan County has any authority to enter into any agreement with you for any specified period of time or to guarantee any other personnel benefit. This includes any statements or guarantees made prior to your application or after you are employed.

When processing this application, Nolan County may request a criminal, police or credit background check about you. Nolan County may also request the last 3 year driving record of all new applicants that will be driving any County owned vehicles or equipment. In addition to background checks and/or driving records, Nolan County may contact past employers, supervisors and/or any other person listed in this application regarding the statements made herein and your suitability for employment. This inquiry may include information as to your general character, reputation and work-related characteristics. You have the right to make a written request to the Nolan County Auditor Payroll Department to disclose to you the content of these reports.

Also note that should you become employed by Nolan County, the County Auditor has established cash handling, fraud detection/prevention, and internal control procedures to perform investigations surrounding any claim of wrongdoing including sexual harassment, theft or fraud.

By signing your name you consent to the above and certify that all statements made by you on this application are true and complete to the best of your knowledge and that any misrepresentations or omissions by you may be the cause for rejection of your application, or may be cause for subsequent dismissal if you are hired.

Signature of Applicant _____ Date _____

Internal Office Use

References

Date _____ Organization _____ Contact _____

Information Obtained or Verified _____

Date _____ Organization _____ Contact _____

Information Obtained or Verified _____

Date _____ Organization _____ Contact _____

Information Obtained or Verified _____

Criminal Background Check Performed? _____ Yes _____ No

Date Performed _____ Type of Check _____

Eligible for Hire? _____ Yes or _____ No Position Title _____ Location _____

Starting Date _____ Hiring Rate of Probation Pay _____