

EMPLOYMENT APPLICATION FORM

SECTION 1: PERSONAL INFORMATION

Name:		Date of Birth:	
Social Security No:		Referred by:	
Present Address:			
Permanent Address:			
Phone No:		Email Address:	

SECTION 2: EMPLOYMENT DESIRED

Position Applied For:		Date You Can Start:	
Are You Employed Now?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If so, may we inquire of your present employer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Have you ever applied to this company before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, when:	_____		

SECTION 3: EDUCATION HISTORY

HIGH SCHOOL

Name & Location	Years Attended	Diploma

COLLEGE

Name & Location	Years Attended	Degree

TRADE, BUSINESS, OR CORRESPONDENCE SCHOOL

Name & Location	Years Attended	Degree

EMPLOYMENT APPLICATION FORM

SECTION 4: GENERAL INFORMATION

Are you registered to vote:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	County registered:
County of Residence:		If not Webster, willing to relocate in County? : <input type="checkbox"/> Yes <input type="checkbox"/> No	
Special Skills:			
U.S. Military or Naval Service:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, branch & rank:	_____		

SECTION 5: WORK EXPERIENCE

NAME & ADDRESS	DATES EMPLOYED	POSITION	REASON FOR LEAVING

SECTION 6: REFERENCES

NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED

EMPLOYMENT APPLICATION FORM

SECTION 7: ACKNOWLEDGMENT AND AUTHORIZATION FOR BACKGROUND CHECK

APPLICANT STATEMENT

- An acknowledgment of the truthfulness of the information provided.
- Consent for the employer to conduct background checks.
- Understanding of employment at-will.

Signature of Applicant

Date

OFFICIAL USE ONLY

INTERVIEWER'S REMARKS

Date: _____

Interviewed by: _____

Recommendation: _____

APPROVALS

Employment Manager Signature

Date

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Instructions for Applicants:

- Fill out all sections completely and accurately.
- Use additional sheets if necessary to provide complete answers.
- Sign and date the application.

Submission:

Return the completed application to: Webster County Assessor Office
ATTN: Bruce Green, Assessor
2 Court Sq Room G2
Webster Springs, WV 26288