

Taylor County Clerk
 128 West Main St. Annex 2
 Grafton, Wv 26354
 (304) 265-1401

Application for Employment

Please return completed application by mail to:

Jaron Freeman
Office of the Taylor County Clerk
Attn: Deputy Clerk's Position
128 West Main St. Annex 2
Grafton, Wv 26354

OFFICE USE
ONLY: Date received: _____ Reviewed by: _____
PLEASE PRINT ALL INFORMATION EXCEPT SIGNATURE

PLEASE COMPLETE ALL PAGES	DATE _____
Name _____ <small style="display: flex; justify-content: space-between; width: 100%;"> Last First Middle Maiden </small>	
Present Address _____ <small style="display: flex; justify-content: space-between; width: 100%;"> Number Street City State Zip </small>	
How Long At Current Address? _____	Social Security# XXXXXXXXXXXXX (Do Not Complete)
Contact Telephone Number: _____	Best Time To Contact You: _____
Are you under age 18? <input type="checkbox"/> YES <input type="checkbox"/> NO If "YES", can you provide proof of your eligibility to work? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Are you currently authorized to work in the United States? <input type="checkbox"/> YES <input type="checkbox"/> NO. (Proof of eligibility will be required if hired.)	
Position Applied For: _____	
Employment Desired: <input type="checkbox"/> FULL-TIME ONLY <input type="checkbox"/> PART-TIME ONLY <input type="checkbox"/> FULL- OR PART-TIME	
When are you available to start work? _____	

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete Address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Graduate / Other				

Have you ever been convicted of a crime? Yes No (A conviction record will not necessarily disqualify you from employment, but less than a full and complete response can result in termination.)

For each conviction, please state the nature of the crime, the date of conviction, the jurisdiction in which you were prosecuted, the sentence imposed (including probation), and any additional explanation you wish to provide.

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APPLICATION FOR EMPLOYMENT

Do you have a driver's license? Yes No

Computer Skills

Typing: Yes No Word Processing: Yes No Other Skills:

Please list Four references other than relatives.

<input type="text"/>	Name	<input type="text"/>
<input type="text"/>	Position	<input type="text"/>
<input type="text"/>	Company	<input type="text"/>
<input type="text"/>	Address	<input type="text"/>
<hr/>		
<input type="text"/>	Telephone	<input type="text"/>
<hr/>		
<input type="text"/>	Name	<input type="text"/>
<input type="text"/>	Position	<input type="text"/>

[Redacted]

Company

[Redacted]

Company

[Redacted]

Address

[Redacted]

Address

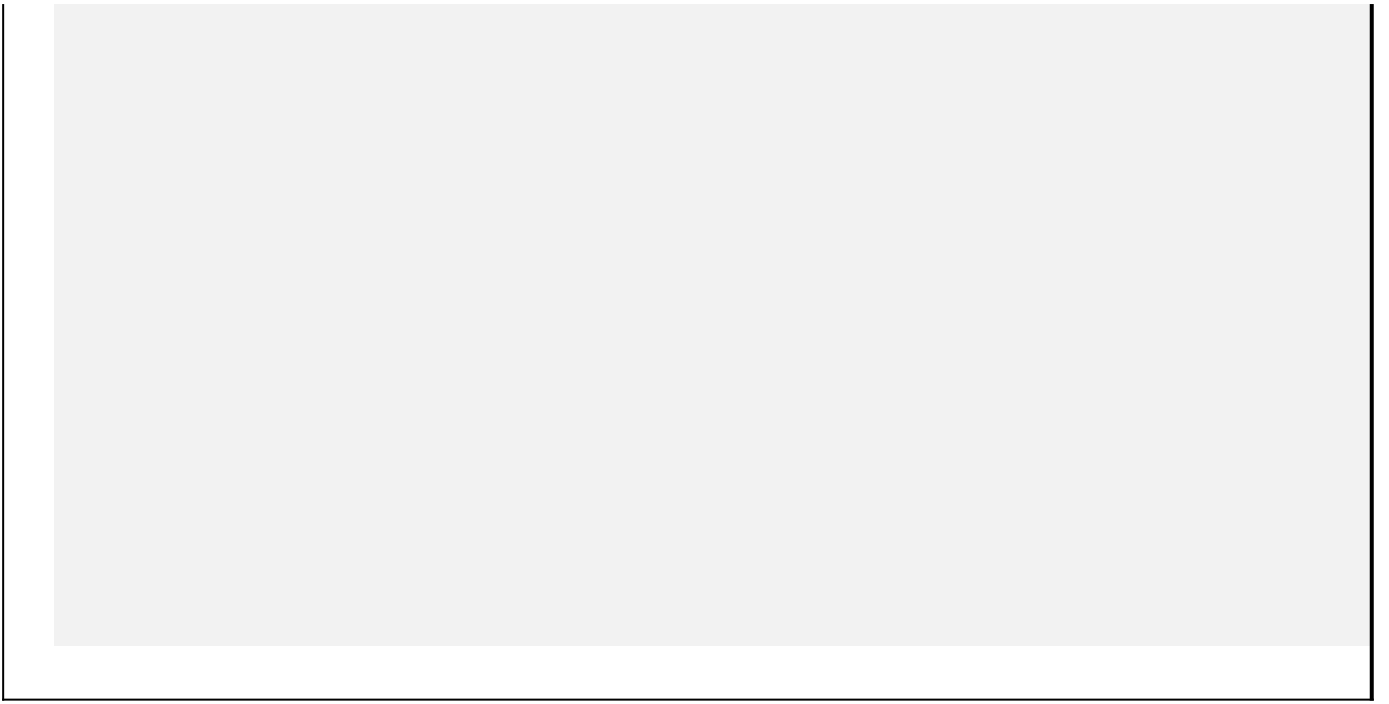
[Redacted]

Telephone

[Redacted]

Telephone

Please use this space to elaborate on any background, experience or qualification that you believe should be considered in evaluating your application for employment. You may include hobbies, volunteer experience and any other activities you believe relevant. Please omit any information that would disclose your race, gender, age, marital status, ethnic origin, any disability, religious or political affiliations.



APPLICATION FOR EMPLOYMENT

MILITARY

Have you ever been in the armed forces? Yes No

Are you now a member of the National Guard? Yes No

Specialty _____ Date Entered _____ Discharge Date _____

Employment Please list your work experience for the **past seven years** beginning with your most recent job **History** held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of Employer _____	Name of Last Supervisor _____	Employment Dates _____	Pay or Salary _____
Address _____		From _____	Start _____
City, State, Zip Code _____		To _____	Final _____
Phone Number _____	Your Last Job _____		
Reason for Leaving (be specific) _____			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this location. _____ _____ _____			

	Name of Last Supervisor _____	Employment Dates _____
Name of Employer _____		From _____
Address _____		To _____
City, State, Zip Code _____	Your Last Job Title _____	
Phone Number _____		
Reason for Leaving (be specific) _____		
List the jobs you held, duties performed, i skills used or learned, advancements or promotions while you worked at this location. _____ _____ _____		

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Employment History Please list your work experience for the past seven years beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary.

Name of Employer	Name of Last Supervisor	Employment Dates	Pay or Salary
Address City, State, Zip Code Phone Number		From To	Start Final
Your Last Job Title			

Reason for Leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this location.

May we contact your present employer? Yes No

DO NOT ANSWER THESE QUESTIONS UNLESS YOU HAVE RECEIVED A JOB DESCRIPTION OF THE POSTION THAT INFORMS YOU 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 essential functions of the job for which you have applied? Yes No

A review of the essential functions has been provided to me. Yes No

Certification Statement by Applicant (Read this statement before signing)

I hereby certify that all answers and statements given by me on this application are true, complete and correct. I understand that false statements on this application will result in my not being hired, and if I am hired, may be grounds for immediate dismissal. In addition, I am granting the Taylor County Clerk permission to conduct reference inquiries, except where indicated otherwise by me, and further that a Criminal Background Check may be completed once an offer of employment is made to me. I understand that nothing in this application or the interview process is intended to create an employment contract between the County and me.

Date: _____ Signature: _____

Taylor County Clerk is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, religion, age, disability, political belief, veteran's status, sexual orientation, or marital or family status.