





## **About The Job For Which You Are Applying**

*You will be given a copy of the job description for the job for which you are applying. Please review the description so that you understand particularly the essential duties and qualifications for the job. Proceed in answering the remainder of questions on this application form.*

Can you perform the essential functions of the job [either with or without a reasonable accommodation]? Yes \_\_\_ No \_\_\_

If no, please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you feel that you will need additional training in any areas to effectively perform the job? Yes \_\_\_ No \_\_\_

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Expected Hourly Rate: \_\_\_\_\_ Do you want: Full-time \_\_\_ Part-time \_\_\_ Temporary \_\_\_ Intermittent \_\_\_ Any \_\_\_

If hired, when will you be available to work? \_\_\_/\_\_\_/\_\_\_ List any schedule restrictions: \_\_\_\_\_

List all job equipment [listed on the description] which you are qualified to operate  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

### **Applicant Acknowledgement**

*Please read the statements below, and upon your understanding and agreement, sign in the space provided. No application will be considered which is not signed.*

By signing below, I verify that all of the information I've provided is complete, truthful and accurate to the best of my knowledge. I further understand that any misrepresentation or omission of pertinent facts is cause for disqualifying me from further consideration in the employment selection process. I understand that if I am hired, and the County subsequently discovers that information provided on this application is inaccurate or incomplete, this may be sufficient cause for me to be separated from employment.

By signing below, I acknowledge understanding that if I am selected for a job interview, the department with whom I am seeking employment reserves the right, and may assess my criminal history at any time during, or after the job interview, and the appointing authority may condition my eligibility for the job based on my criminal history in consideration of the nature of the conviction and other factors permitted or required by EEOC regulations and applicable law.

I acknowledge that if I am asked about my criminal history, my failure to provide an accurate and complete history will be considered dishonesty, and will result in my being disqualified from employment. Likewise, my failure to give written authorization for Henry County to conduct a criminal background check, if required, will result in my being disqualified from further consideration for employment.

I further understand that this application is not a contract of employment, and that employment with the County does not constitute a contractual employment relationship, and that any term, condition or benefit of employment may be rescinded or changed, except as otherwise required by law.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date