

Application For Employment

LARAMIE COUNTY

310 W. 19th St.
Cheyenne, WY 82001
Phone (307) 633-4355
Fax (307) 633-4329

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For	Date of Application
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Last Name	First Name	Middle Name
Address	Number	Street
		City
		State
		Zip Code
Telephone Number(s)		E-mail Address

All applicants will be notified by e-mail when a position has been filled. If an applicant does not provide us with an e-mail address they can contact the Laramie County Human Resources Department no sooner than five (5) business days from the Deadline date of the desired job.

If you are under 18 years of age, can you provide required proof of your eligibility to work?

Yes No

Have you ever filed an application with us before?

Yes No

If Yes, give date: _____

Have you ever been employed with us before?

Yes No

If Yes, give date: _____

Are you currently employed?

Yes No

May we contact your present employer?

Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status?

Yes No

Proof of citizenship or immigration status will be required upon employment.

On what date would you be available to work? _____

Are you available to work: Full-time Part-time Shift-work Temporary

Are you currently on "lay-off" status and subject to recall?

Yes No

Can you travel if a job requires it?

Yes No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER.

Education

	Name & Address of School	Course of Study	Years Completed	Diploma Degree
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any job related specialized training, apprenticeship, skills, or qualifications from other employment, military or other experiences.

Specialized Skills (Check all that apply)

<input type="checkbox"/> PC <input type="checkbox"/> PBX System <input type="checkbox"/> Word Perfect <input type="checkbox"/> Desktop Publishing <input type="checkbox"/> Internet	<input type="checkbox"/> Lotus 1,2,3 <input type="checkbox"/> Excel <input type="checkbox"/> Calculator <input type="checkbox"/> MS Word	Production / Mobile Machinery (list) <hr/> <hr/> <hr/>	Other (list) <hr/> <hr/> <hr/>
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References

1.	<hr/>	<hr/>	<hr/>
	(Name)	(Address)	(Phone Number)
2.	<hr/>	<hr/>	<hr/>
	(Name)	(Address)	(Phone Number)
3.	<hr/>	<hr/>	<hr/>
	(Name)	(Address)	(Phone Number)

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Phone Number(s)	Hourly Rate / Salary		
	Starting	Final	
Job Title			
Supervisor			
Reason for leaving			
Employer	Dates Employed		Work Performed
	From	To	
Address			
Phone Number(s)	Hourly Rate / Salary		
	Starting	Final	
Job Title			
Supervisor			
Reason for leaving			
Employer	Dates Employed		Work Performed
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Phone Number(s)	Hourly Rate / Salary		
	Starting	Final	
Job Title			
Supervisor			
Reason for leaving			

Criminal History

*A Criminal Background Check may be required for hiring.
A Drug and/or Alcohol test may be required before hiring.*

Have you been convicted of a felony or any crime which carried the potential of a jail sentence in Wyoming or any other state or territory of the United States or any foreign country?

(This does not include minor traffic offenses, but does include alcohol related traffic incidents or convictions resulting from accidents involving injury to persons)

Yes No

If yes, please explain and provide the date of conviction(s), the nature and title of the offense and the jurisdiction in which the conviction occurred.

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment is effective for the position approved for only. A separate application must be submitted for each position vacancy.

I hereby understand and acknowledge that Laramie County is an at-will employer. Either Laramie County or the employee can terminate employment at any time for any reason, or no reason. There are no promises, express or implied, for continued employment, and no one nor any individual elected official may waive or modify these conditions of employment. Laramie County policies are not intended to be construed as part of any employment relationship and/or contract, and are simply general statements or organizational policy. Laramie County policies are subject to change under direction of the governing body, the Board of Laramie County Commissioners.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand that I am required to abide by all rules and regulations of the employer.

Signature

Date