

# Application For Employment

Deuel County Auditor

P.O. Box 616  
Clear Lake, SD 57226-0616

Answer all questions - please print

In compliance with Federal and State employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, or the presence of a disability or handicap.

Date of Application \_\_\_\_\_

Position(s) Applied For \_\_\_\_\_

Referral Source  Advertisement  Friend  Relative  
 Employment Agency  Other \_\_\_\_\_

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_  
LAST FIRST MIDDLE

Present Address \_\_\_\_\_ Phone No. \_\_\_\_\_  
STREET CITY STATE ZIP

Have you filed an application or been employed here before?  Yes  No  
Are you a citizen of the United States?  Yes  No  
If not, do you possess an Alien Registration Card?  Yes  No

Have you been convicted of a felony or released from prison within the last 7 years?  Yes  No  
If yes, describe in full, including date(s). \_\_\_\_\_

Would you work:  Full-Time  Part-Time  
Specify days/hours if part-time \_\_\_\_\_

If your job requires you to travel, do you have a valid driver's license?  Yes  No  
Give name, address and phone number of three references not related to you or a former employer.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

# Employment Experience

List each job held. Start with your present or last job. Include military service assignments & volunteer activities.

1.

Employer	Dates		Work Performed
	From	To	
Address			
Job Title	Hourly Rate or Salary		
	Starting	Final	
Supervisor			
Reason for Leaving			

2.

Employer	Dates		Work Performed
	From	To	
Address			
Job Title	Hourly Rate or Salary		
	Starting	Final	
Supervisor			
Reason for Leaving			

3.

Employer	Dates		Work Performed
	From	To	
Address			
Job Title	Hourly Rate or Salary		
	Starting	Final	
Supervisor			
Reason for Leaving			

4.

Employer	Dates		Work Performed
	From	To	
Address			
Job Title	Hourly Rate or Salary		
	Starting	Final	
Supervisor			
Reason for Leaving			

*If you need additional space, please continue on a separate sheet of paper.*

Are there any other experiences, skills, or qualifications which you feel would especially fit you for work with our organization? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Education

	Elementary	High School	College/University	Graduate/Professional
School Name				
Years Completed (Circle)	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Describe Course of Study:				
Describe Specialized Training, Apprenticeship, Skills, and Extra-Curricular Activities				

# Agreement

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

I authorize you to make such investigations and inquiries of my personal, employment, financial, or medical history and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools, or persons from all liability in responding to inquiries in connection with my application.

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, also, that I am required to abide by all rules and regulations of the Company.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date