BINGHAM COUNTY EMPLOYMENT APPLICATION

501 NORTH MAPLE STREET #202, BLACKFOOT, IDAHO 83221
Please complete application in full. Do NOT write 'see resume'.
An incomplete application may be considered disqualifying.

Bingham County is an Equal Opportunity Employer. Equal access to programs, services, and employment is available to all persons. Applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resource Department.

Name:			
Address:	City	State	Zip
Telephone #:	Message/Cell #:		
Email Address:	Date of Application:		
Position(s) applied for:			
Referral Source (Please name the source):			

If necessary, best time to call you at home is:

May we contact you at work? □Yes □No
If yes, what is the best time and number to call?

Have you submitted an application here before?
□Yes □No
If yes, please give the date(s) and position(s) applied for:

Have you ever been employed here before?
□Yes □No
If yes, please give dates:

Are you legally eligible for employment in this country? □Yes □No
Date available to begin work:

Type of employment desired:
□Full-time □Part-time

□Seasonal □Temporary

Will you relocate if the job requires it?
□Yes □No

Will you travel if the job requires it?
□Yes □No

Will you work overtime if required?
□Yes □No
If no, please explain:

If an accommodation is needed to interview, please contact Human Resources: Tel. 208-782-3111

Do you have a valid driver's license? □ Yes □ No
Issuing State, license number, type (CDL, etc.):

Have you ever been bonded? □ Yes □ No

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? □**Yes** □**No** (If yes, please provide dates and details) Answering "yes" to this question doesn't constitute an automatic bar of employment. Factors such as the date of offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Do you have any family members working for the County? □ Yes □ No
If yes, please provide names and your relationship to them.

Do NOT write 'see resume'

Employment History: Starting with your current or most recent employer, provide the following information. Please use an additional piece of paper or copy this page if more space is needed.

Current/Last Employer: Phone:		Dates Employed: From: Month/Year _____/_____TO: Month/Year _____/_____	
Street Address, City, State, Zip		Starting Compensation □ Hourly □ Salary	$ Per
Starting Job Title/Final Job Title			
Immediate Supervisor/Title	May we contact for reference? Y or N	Final Compensation □ Hourly □ Salary	$ Per
Why did you leave employment?		Summarize your job responsibilities and the work performed.	

Employer: Phone:		Dates Employed: From: Month/Year _____/_____ TO: Month/Year _____/_____	
Street Address, City, State, Zip		Starting Compensation □ Hourly □ Salary	$ Per
Starting Job Title/Final Job Title			
Immediate Supervisor/Title		Final Compensation □ Hourly □ Salary	$ Per
Why did you leave employment?		Summarize your job responsibilities and the work performed.	

Employer: Phone:		Dates Employed: From: Month/Year _____/_____ TO: Month/Year _____/_____	
Street Address, City, State, Zip		Starting Compensation □ Hourly □ Salary	$ Per
Starting Job Title/Final Job Title			
Immediate Supervisor/Title		Final Compensation □ Hourly □ Salary	$ Per
Why did you leave employment?		Summarize your job responsibilities and the work performed.	

Explain any gaps in your employment, other than those due to personal illness, injury or disability.
Do NOT write 'see resume'.

Have you ever been fired or asked to resign from a job?
□ Yes □ No. If yes, please explain:

Qualifications and Related Skills: Summarize any specific training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying.

Computer Skills (Check appropriate boxes. Include software titles and years of experience

□	Word Processing		Years	
□	Spreadsheet		Years	
□	Presentation Program		Years	
□	Email		Years	
□	Internet		Years	
□	Other		Years	

Educational Background: Starting with your most recent school attended, please provide the following information.

School (include city and state)	Years Completed	Outcome	GPA/Rank	Major/Minor
		□ Diploma □GED □ Degree _____ □ Certification _____ □ Other _____		
		□ Diploma □GED □ Degree _____ □ Certification _____ □ Other _____		
		□ Diploma □GED □ Degree _____ □ Certification _____ □ Other _____		
		□ Diploma □GED □ Degree _____ □ Certification _____ □ Other _____		

Do NOT write 'see resume'.

References: List the names and telephone numbers of three business/work references who are not related to you and are not your previous supervisors. If not applicable, list three school or personal references that are not related to you.

Name	Title	Relationship to you?	Telephone Number	Years known

Related Information: **To what job-related organizations (professional, trade, etc) do you belong?** Please exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, or any other similarly protected status.

Organization	Offices held

List special accomplishments, publications, awards, etc. (Please exclude information that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities or any other similarly protected status).

In your current or a prior employment, have you ever written instructions or directions to be followed by employees or customers? □ **Yes** □ **No**
If yes, please explain:

Is there any other job-related information you want us to know about you?

U.S. Military Service – Veteran's Preference:
Preference will be given to qualified U.S. Military veterans and their spouses in accordance with Idaho Code.

Do you wish to claim a veteran's preference? □ **Yes** □ **No**
If you answered yes, attach a copy of your DD 214.

Have you previously requested a veteran's preference? □ **Yes** □ **No**

A job description/job posting may be picked up at the Bingham County Courthouse, Department of Human Resources, Room 223 or you may find the job description/job posting on our website: www.binghamid.gov. When you have completed the Application and have attached all the required documentation, you can submit it by email it to L.Pope: lpope@binghamid.gov, fax the paperwork to (208) 782-2681, mail it to this address: 501 N Maple #202, Blackfoot, Idaho 83221, or you may submit it by bringing it in person. If you choose to mail it, it must be received in the office by 4.00pm on closing day, if there is one.