APPLICATION FOR EMPLOYMENT

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Jones County Board of Commissioners P. O. Box 1359

Gray, GA 31032

POSITION APPLIED FOR:

Telephone 478-986-8229 478-986-8232

Internet address: www.jonescountyga.org

◆ Human Resources Department, Jones County Government Center P. O. Box 1359, 166 Industrial Blvd, Gray, Georgia 31032◆

All information provided on this application MUST BE COMPLETE so that all applications can be given equitable consideration. All qualified applicants will receive consideration for employment regardless of race, color, religion, sex, age, national origin or disability. Jones County Board of Commissioners will hire only authorized workers, regardless of national origin. This application must be typed or printed. Please complete one application for each position for which you are applying. YOU MUST SIGN AND DATE YOUR APPLICATION IN INK. RESUMES ARE NOT ACCEPTED IN LIEU OF A COMPLETED APPLICATION.

INCOMPLETE APPLICATIONS MAY BE REJECTED Personal Data

			Sa	lary Require	ement:		
Last Name	First (given)		Middle	Other name	Other name(s) under which you have been employed		
Address:	Street	Apt#		City	State	Zip Code	
E-mail Addre	ss:				-0		
Telephone:							
	Home Phone #		Work Pho	ne#	Cel	Phone #	
How did you	hear of this opening	?		Date	available to begi	n:	
WILL YOU A	ACCEPT: Tempora it apply)	ry Work? 🛭 Pr	art-Time Work?	□ Shift Wor	rk? 🛘 Weekend	/Holiday? 🖸	
				e United States	either because y	ou are a U. S. citizen or ha	
NOTE: If off	nent permission to d Tered employment ye	ou will be require	பாes d to provide doc	umentation to v	erify employmen	it eligibility. Failure to pro	

the requested documentation may result in a determination that the applicant is ineligible for employment in the United States.

Have you ever worked for t	us before? DNo DYes	If yes, when and where?
Give name, relationship, &	department of any relatives wh	no are employed by the Jones County Board of Commissioners.
Do you use tobacco produc	ts? • No • Yes If yes, expla	ain:
DRIVER'S HISTORY INFO	- · · · · · · · · · · · · · · · · · · ·	
License #	Class	State
Have you received any traf	Tic violations in the past 3 year	rs? No D Yes If yes, list type of offense and dates:
CRIMINAL HISTORY INI Have you (since the age of Checks, etc.) ONO OYES	FORMATION: 18) ever been convicted of or (Omit non-moving traffic viol Youth Offender Law). 1f yes cessary.	plead guilty or no contest to a misdemeanor? (for example: DUI, Bad ations/parking tickets and any offense which was finally adjudicated in , describe the circumstances: (Date, Place, Charges, Disposition).
	18) ever been convicted of or ce, Charges, Disposition). Use	plead guilty or no contest to a felony? I No I Yes If yes, describe the additional sheets if necessary.
substance, dangerous drug weapon, aggravated assau applicants shall be automa applicant who has been co Parole Board shall be eligi	s or marijuana, or convicted of It or murder are ineligible for e itically rejected. Applicants con invicted of any felony or misde able for employment with the J	volving the manufacture, distribution, trafficking, or sale of a controlled fany felony involving a violent crime such as assault with a deadly employment with the Jones County Board of Commissioners. Such envicted of any other felony will be considered on a case-by-case basis, a remeanor and has received a pardon from the appropriate State Pardons ones County Board of Commissioners.
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"We are an Equal Opportunity Employer"

EDUCATION

(name of the high school of	re rancous comesco a secu		Address:_				
(name of the high school of	or state authority iss	uing the dip	loma or cert	ificate)			
: highest grade completed: a high school graduate, do y				Graduated?	No 🗆 Yes		
eges/Universities se complete the following se	ction for post-secon	dary educat	ion (Technic	cal Schools/Co	olleges/Unive	rsities):	
Name of School	City	State	if No Degree, Hours Earned		Major	Type of Degree	Degree Earned
			Quarter	Semester			yes/no
					<u> </u>		
		<u> </u>					
h you are applying. Include schine operating skills which	e office equipment,	computer :	skills, foreig	d extra-curric in language s i are applying	kills, typing s	kills, and b	usiness equ
FERENCES - Give na	e office equipment, th may relate to the mes, addresses, and	computer position fo	skills, foreig	n language s 1 are applying	kills, typing s	kills, and b	usiness equ
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Zip Code

Apt#

Address: Street

City

State

Work History

Describe your work history beginning with your current or most recent job. Include military and volunteer experience and periods of unemployment. Failure to give complete information regarding each job held result in your disqualification. Complete addresses with zip codes and telephone numbers for all employers are necessary.

A resume may be attached only as additional information and will not be accepted in lieu of completing this section. Use additional sheets if necessary.

lame of Organization	or Firm:		Telephone:	
Street			Dates Employed:	
City	State	Zip Code	From Mo/YrT	o Mo/Yr
•		p	Total Time Employed:	
ame of Your Supervi	sor:		Pay Start:	End:_
our Official Job Title	:			
escribe Your Specific	: Job Duties:			
	his day and a second of the se			
		and the standing and any standing of the standard standard and any standard standard and any standard standard		
lame of Organization	• • • • • • • •		*****	• • • •
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ame of Organization Address: Street	••••••••••••	* * * * * * * * * * * *	* * * * * * * * * * * * * * * * * * *	• • • •
lame of Organization	• • • • • • • • • • • • • • • • • • •	*****	Telephone:	• • • • Fo Mo/Y
lame of Organization Address: Street City	or Firm:	* * * * * * * * * * * *	Telephone: Dates Employed: From Mo/Yr1 Total Time Employed:	◆ ◆ ◆ ◆ Γο Μο/Υ
lame of Organization Address: Street City	or Firm. State	Zip Code	Telephone: Dates Employed: From Mo/Yr	◆ ◆ ◆ ◆ Γο Μο/Υ
lame of Organization Address: Street City lame of Your Supervi	or Firm. State	Zip Code	Telephone: Dates Employed: From Mo/Yr	♦ ♦ ♦ ♦ Γα Μο/Υ
lame of Organization Address: Street City Iame of Your Supervi Your Official Job Title	State State aving:	Zip Code	Telephone: Dates Employed: From Mo/Yr1 Total Time Employed: Pay Start:	◆ ◆ ◆ ◆ Γο Μο/Υ

Authorization to Release Information Conditions of Employment

I have made application for employment with the Jones County Board of Commissioners. I authorize any persons or organizations to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, whether or not it is in their records, with regard to any of the subjects covered by this application, and I release all such parties from all liability for any damage whatsoever for issuing same.

Furthermore, if I am employed by the Jones County Board of Commissioners, I agree to conform to the policies, rules, orders and regulations of the government set forth in the Jones County Board of Commissioner's Personnel System, employee handbook, policies, and ordinances; and acknowledge that these policies, rules, and regulations may be changed, interpreted, withdrawn, or added to by the employer at any time, at the employer's sole option.

I further acknowledge that if I become employed with the Jones County Board of Commissioners, my employment will be at-will and may be terminated with or without cause at any time by me or by the employer until such time that I am no longer on my initial trial period, and become a regular status employee.

If required by Jones County Government for the position which I am applying, I consent to undergo a physical examination and/or psychological examination after I have received a conditional offer of employment, as deemed necessary.

THIS APPLICATION WILL REMAIN ACTIVE <u>FOR NINETY (90) DAYS ONLY</u> UNLESS RENEWED PERSONALLY BY ME IN WRITING.

Before an applicant can be employed with the Jones County Board of Commissioners they must successfully pass a drug test. Should you become an employee with the Jones County Board of Commissioners, your position may require random drug testing.

May we contact your present employer? No	☐ Yes ☐ Presently not employed
You must sign the "Authorization to Release Infi though we may not contact your present employe	formation" form to enable us to contact prior employers, even er.
Date:	Signature:



6 Revised 12/2006

Alcohol and Controlled Substance Testing

As a condition of employment with the Jones County Board of Commissioners, you will be required to submit to an alcohol and controlled substance test. Employees must, as a condition of employment, abide by our policies regarding the effects of drug use and the unlawful possession of controlled substances. Employees are expected to report for work without the effects of illegal drugs and alcohol in their bodily systems. Employees must report any conviction under a criminal drug statue for such violations. A report of the conviction must be made within five (5) days after the conviction. (This requirement is mandated by the Drug-Free Workplace Act of 1988). In order to be employed by the Jones County Board of Commissioners, you must successfully pass the aforementioned testing.

By signing this form, I acknowledge the above and consent to such an examination and test.

Date:	Signature:
•••••	• • • • • • • • • • • • • • • • • • • •
	Applicant's Certification and Agreement
that the falsification of th termination of employme prior educational and wor	th in this application for employment are true and complete to the best of my knowledge. I am aware pplication or the omission of complete information will result in disqualification, or upon discovery, The Jones County Board of Commissioners is hereby authorized to make any investigation of my instory. Finally, I agree that all records generated for purposes of employment are property of and clusive property of the Jones County Board of Commissioners.
Date	Applicant's Signature
Resumes, letters of refere Commissioners and will under the Georgia Open l	e, etc. submitted with the application become the property of the Jones County Board of be returned. The information you have provided on the application is subject to public disclosure ords Act.



ALL OFFICIAL APPLICATIONS MUST CONTAIN ORIGINAL SIGNATURES.

EQUAL OPPORTUNITY EMPLOYER

JONES COUNTY GOVERNMENT HUMAN RESOURCES DEPARTMENT

The following information is requested on a voluntary basis and will not be filed with your application. It is the policy of the Jones County Board of Commissioners to ensure equal opportunity in employment and promotion. This policy will be administered without regard to race, religion, color, national origin, marital or veteran status, sex, age, or disability.

Failure to complete this form will not affect your application for a position.

5. Asian/Pacific Islander

6. Multiracial