



**Cherokee County  
Board of Commissioners**

1130 Bluffs Parkway, Suite 286  
Canton, Georgia 30114  
Phone (678) 493-6000

**Application for Employment**

Date: \_\_\_\_\_

**APPLICANT INFORMATION**

Last Name		First		M.I.	Date
Street Address				Apartment/Unit #	
City	State		ZIP		
Phone	E-mail Address				
Date Available				Desired Salary	
Position Applied for					

**EDUCATION**

High School		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, do you have a GED? YES <input type="checkbox"/> NO <input type="checkbox"/>
College		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Other		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree

**GENERAL INFORMATION**

Will you accept the approved starting pay for this position you have applied for?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have you ever been employed with Cherokee County Government? Yes <input type="checkbox"/> No <input type="checkbox"/>		If Yes when? Department/Office	
Are you related to anyone currently employed with Cherokee Ct Govt? Yes <input type="checkbox"/> No <input type="checkbox"/>		Relative's Name Relationship Department	
How did you learn of this opening?		Can you submit legal verification of the right to work in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/>	
In accordance with the Immigration Reform and Control act of 1986, proof of authorization to be employed in the United States will be required of all prospective employees. Failure to establish such proof will prohibit or discontinue employment.			
Have you ever been convicted of or plead guilty or nolo to a felony or misdemeanor, other than a minor traffic violation?* Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, when: _____ Where: _____ For what: _____ *Conviction of a crime will not necessarily disqualify you from employment.			
Active Military Service (list date, serial, or service number for all active service.) From _____ to _____ Serial or Service Number _____ Branch of Service _____			

### PREVIOUS EMPLOYMENT

Describe your work history beginning with your current or most recent job. Include volunteer experience. Failure to give complete information regarding each job held may result in your disqualification. Complete addresses with zip codes and phone 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.

<b>Company</b>		Phone ( )
Address		Supervisor
Job Title	Starting Salary \$	Ending Salary \$

Responsibilities

From	To	Reason for Leaving
------	----	--------------------

May we contact your previous supervisor for a reference? YES  NO

<b>Company</b>		Phone ( )
Address		Supervisor
Job Title	Starting Salary \$	Ending Salary \$

Responsibilities

From	To	Reason for Leaving
------	----	--------------------

May we contact your previous supervisor for a reference? YES  NO

<b>Company</b>		Phone ( )
Address		Supervisor
Job Title	Starting Salary \$	Ending Salary \$

Responsibilities

From	To	Reason for Leaving
------	----	--------------------

May we contact your previous supervisor for a reference? YES  NO

### MILITARY SERVICE

Branch	From	To
Rank at Discharge	Type of Discharge	

If other than honorable, explain

### DRIVING HISTORY

Do you have a Valid Driver's License? Yes <input type="checkbox"/> No <input type="checkbox"/>	Which State?	Driver's License No.
Date of Expiration	Have you incurred any traffic charges within the last (3) years? Not including parking tickets. Yes <input type="checkbox"/> No <input type="checkbox"/>	

If Yes, Give Date (s) , Type of Charges and Case #:


## SKILLS AND TRAINING

Please complete this section if applying for a position that requires the following skills:

### COMPUTER SKILLS:

WordPerfect

Excel

Harvard Graphics

Access

MicroSoft Word

Power Point

MS Publisher

Other : \_\_\_\_\_

Are you able to perform all the duties listed in the job description?  Yes  No

If you answered no to the above, please explain what can be done to provide you with reasonable recommendation.

What special skills, qualifications or certifications have you gained from former employers or other experiences which relate to the type of work you are applying for?

## DISCLAIMER AND SIGNATURE

I certify that the information given in this application is true and complete to the best of my knowledge. I understand that this application is not a contract of employment. I further understand that should employment be offered, my employment and compensation may be terminated with or without cause at any time by either the county or myself. I understand that submission of this application in no way assures me a position and that no county representative has the authority to enter into any employment agreement with me contrary to the foregoing.

I understand that any untrue statement in this application may result in my dismissal at any time during my employment with Cherokee County Government.

I authorized the release of high school and college transcripts, information concerning my previous employment and any information my former employers may have pertinent to this application and the employment procedures of Cherokee County Government. I release all parties from all liability for any damage that may result from requesting, providing, processing, retaining or releasing any information about me. A photographic copy of this authorization shall be a valid as the original.

By signing this application, I hereby acknowledge that I understand and agree to all provision outlined herein.

Signature

Date

Cherokee County Government Does not discriminate on the basis of race, color, National origin, sex, religion, age or disability in employment or the provision of Services.