



**STOKES COUNTY  
APPLICATION FOR EMPLOYMENT  
PERSONNEL DEPARTMENT**

MAILING ADDRESS : Stokes County Personnel Department Post Office Box 20 Danbury, North Carolina 27016  
LOCATION : Stokes County Administration Building 1014 Main Street Danbury, North Carolina 27016

**QUALIFIED APPLICANTS ARE CONSIDERED FOR POSITIONS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, MARITAL STATUS OR DISABILITY**

**Special Notification :** Effective July 1, 2003, all applicants for part-time and full-time employment with Stokes County are required to submit a certified copy of a criminal record check from all counties in which the applicant has lived for the previous five (5) years with this application. A criminal record check can be obtained from the County Clerk of Court's office in each county in which you resided in during the previous five (5) years. This application will not be considered complete without this certified copy of a criminal record check.

ANSWER ALL QUESTIONS - PLEASE PRINT OR TYPE YOUR NAME

<hr/>			<hr/>
<b>POSITION APPLIED FOR</b>			<b>DATE</b>
<hr/>			
NAME	<hr/>		<hr/>
	(Last)	(First)	(Middle)
<hr/>			
PRESENT MAILING ADDRESS	(City)	(State)	(Zip Code)
<hr/>			
PERMANENT MAILING ADDRESS (If different)	(City)	(State)	(Zip Code)
<hr/>			
TELEPHONE NUMBER	<hr/>		
	(Area Code)	(Home)	(Business)
			(Other-Indicate whose number)
<hr/>			
Email Address (Optional): _____			

Please be sure that you complete all sections of this application completely and accurately to the best of your ability. Your application will be used as a part of the examination process and, therefore, should represent your best effort. (For some positions, you may be asked to complete a supplemental application.) **Resumes may be attached to a completed Stokes County Application.**

**AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER**

## EDUCATIONAL HISTORY

Circle highest grade completed : 1 2 3 4 5 6 7 8 9 10 11 12 GED

College : 1 2 3 4

Graduate School : 1 2 3 4

Schools	Name and Location	Dates Attended From / To	Graduate Yes/No Year	Sem/Qtr Hours	Major/Minor Course Work	Type Degree
High School						
College or University						
Graduate or Professional						
Other educational vocational school internships, etc.						

SKILLS	
<b>Check the following skills, experience, etc. which you have :</b>	
Sign Language Skills _____	Calculator _____
Braille Skills _____	Typing (specify WPM) _____
Chauffeur's License _____	Shorthand/Speedwriting _____
Car for use at work _____	Legal Transcription _____
Valid Driver's License _____	Medical Transcription _____
Foreign Language (Specify) _____	Other _____

ADDITIONAL SKILLS
If position requires specific courses, skills, registration, licenses, or certification, please list below giving dates, issuance, and source of issuance.

Have you ever been convicted of an offense against the law other than a minor traffic violation? (A conviction does not mean you cannot be hired. The offense and how recently you were convicted will be evaluated in relation to the job for which you are applying.) Circle one **YES** or **NO**. If **YES**, explain fully on an additional sheet.

## EMPLOYMENT DATA

In the space below, give your employment history beginning with your present or most recent employer and list all positions held, including military, part-time, summer, and significant volunteer work. Details on any period of unemployment must be included.

Current or Last Employer		Address			Job Title	Supervisor Name			
Employment		Length Year / Months			# of Emp Supervised by You		Salary		May we contact your Employer? YES (Circle One) NO Telephone # ( ) _____
Start Date	End Date	Full Time	Part Time	Hrs/Week	Starting	Ending			
					Per	Per			

**Duties :** \_\_\_\_\_ **Reason for Leaving :** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT DATA**

<b>Previous Employer</b>				<b>Address</b>				<b>Job Title</b>		<b>Supervisor Name</b>	
<b>Employment</b>		<b>Length Year / Months</b>			<b># of Emp Supervised by You</b>	<b>Salary</b>		<b>May we contact your Employer? YES (Circle One) NO Telephone #</b>			
Start Date	End Date	Full Time	Part Time	Hrs/Week		Starting	Ending				
						Per	Per	( ) _____			
<b>Duties :</b>						<b>Reason for Leaving :</b>					
_____											

<b>Previous Employer</b>				<b>Address</b>				<b>Job Title</b>		<b>Supervisor Name</b>	
<b>Employment</b>		<b>Length Year / Months</b>			<b># of Emp Supervised by You</b>	<b>Salary</b>		<b>May we contact your Employer? YES (Circle One) NO Telephone #</b>			
Start Date	End Date	Full Time	Part Time	Hrs/Week		Starting	Ending				
						Per	Per	( ) _____			
<b>Duties :</b>						<b>Reason for Leaving :</b>					
_____											

<b>Previous Employer</b>				<b>Address</b>				<b>Job Title</b>		<b>Supervisor Name</b>	
<b>Employment</b>		<b>Length Year / Months</b>			<b># of Emp Supervised by You</b>	<b>Salary</b>		<b>May we contact your Employer? YES (Circle One) NO Telephone #</b>			
Start Date	End Date	Full Time	Part Time	Hrs/Week		Starting	Ending				
						Per	Per	( ) _____			
<b>Duties :</b>						<b>Reason for Leaving :</b>					
_____											

<b>Previous Employer</b>				<b>Address</b>				<b>Job Title</b>		<b>Supervisor Name</b>	
<b>Employment</b>		<b>Length Year / Months</b>			<b># of Emp Supervised by You</b>	<b>Salary</b>		<b>May we contact your Employer? YES (Circle One) NO Telephone #</b>			
Start Date	End Date	Full Time	Part Time	Hrs/Week		Starting	Ending				
						Per	Per	( ) _____			
<b>Duties :</b>						<b>Reason for Leaving :</b>					
_____											

Please use an additional sheet of paper as a continuation sheet, if necessary. Any continuation sheets and additional sheets must be signed and dated by the applicant.

**PERSONAL DATA**

Are you a citizen of the United States?      **YES**      **NO**  
 If NO, give a country of which you are a citizen and your alien registration number.

**Please indicate how you found out about this vacant position.**

The County's Vacancy List? \_\_\_\_\_ From a newspaper ? \_\_\_\_\_  
 From a County Employee? \_\_\_\_\_  
 Employment Security Commission? \_\_\_\_\_ Other \_\_\_\_\_  
 From a Friend? \_\_\_\_\_  
 From Website? \_\_\_\_\_

**REFERENCE DATA**

Please List three persons who are not related to you and who have a definite knowledge of your work. Do not repeat the names of supervisors listed in the Employment Data Section of this application.

Name	Address	City, State, Zip Code	Home Phone	Business Phone

Name	Address	City, State, Zip Code	Home Phone	Business Phone

Name	Address	City, State, Zip Code	Home Phone	Business Phone

**DECLARATION OF APPLICANT**

I certify that all of the statements made in this application and any attached documents are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I authorize investigation of all statements made in this application and release of any pertinent information to Stokes County Government hiring officials. I understand that false information may be grounds for rejection of my application and (or) dismissal if I am employed.

\_\_\_\_\_  
**Signature of Applicant (unsigned applications will not be processed)**

\_\_\_\_\_  
**Date**

**BEFORE SUBMITTING THIS APPLICATION, PLEASE CHECK TO SEE THAT YOU HAVE:**

1. GIVEN COMPLETE INFORMATION ON YOUR EDUCATION AND WORK HISTORY.
2. SIGNED AND DATED YOUR APPLICATION.
3. ATTACHED WITH APPLICATION, A CERTIFIED COPY OF A CRIMINAL RECORD CHECK FROM ALL COUNTIES IN WHICH THE APPLICANT HAS LIVED FOR THE PREVIOUS FIVE (5) YEARS. A CRIMINAL RECORD CHECK CAN BE OBTAINED FROM THE COUNTY CLERK OF COURT'S OFFICE IN EACH COUNTY IN WHICH YOU RESIDED IN DURING THE PREVIOUS FIVE (5) YEARS.

**THANK YOU FOR YOUR INTEREST IN STOKES COUNTY. STOKES COUNTY WANTS TO FIND THE BEST QUALIFIED PEOPLE AVAILABLE TO SERVE ITS CITIZENS. ALTHOUGH EVERYONE WHO APPLIES CANNOT BE HIRED, YOUR APPLICATION WILL BE GIVEN EVERY CONSIDERATION.**