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

_____ _____
POSITION APPLIED FOR **DATE**

NAME _____
(Last) (First) (Middle)

_____
PRESENT MAILING ADDRESS (City) (State) (Zip Code)

_____
PERMANENT MAILING ADDRESS (City) (State) (Zip Code)
(If different)

TELEPHONE NUMBER _____
(Area Code) (Home) (Business) (Other-Indicate whose number)

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

Check the following skills, experience, etc. which you have :

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

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Start Date	End Date	Full Time	Part Time	Hrs/Week		Starting	Ending	
						Per ____	Per ____	( ) _____

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Employment		Length Year / Months			# of Emp Supervised by You	Salary		May we contact your Employer? YES (Circle One) NO Telephone #
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Duties : **Reason for Leaving :**

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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 :**

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 County Employee? _____

Employment Security Commission? _____

From a Friend? _____

From Website? _____

From a newspaper ? _____

Other _____

_____

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.