

APPLICATION FOR EXAMINATION

**Calhoun County Civil Service Board
Suite 115
1702 Noble Street
Anniston, AL 36201**

Voice Number: (256) 241-2940

1) Job Applying For:

USE THE TITLE FROM THE JOB ANNOUNCEMENT

2) Your Name:

Last Name	First Name	Middle Name

3) Address:

			4) How long have you lived at this address?	
			Years: <input style="width: 30px;" type="text"/>	Months: <input style="width: 30px;" type="text"/>
No. And Street	RD or PO Box	APT. No.		
			5) Your Telephone Number:	
City	State Abr.	ZIP Code	Home	Work

Fill in form using PDF software or print and complete in ink.

6) Date of Birth (MM/DD/YYYY)	7) Email Address	8) Have you ever been convicted of any offense other than a minor traffic violation?	Conviction is not necessarily disqualifying. Give facts and dates of your conviction(s) in Space 9.
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

9) Use this space to explain any items in Spaces 1-8:

10) EDUCATION

A) Did you graduate from high school?					B) If you have a high school equivalency certificate, give year and place the certificate was granted:	
Yes	Month	Year	No	Highest Grade Completed	Year	Place Granted
<input type="checkbox"/>			<input type="checkbox"/>			

C) Give last high school, grade school or trade school you attended:			
Name of School	Location	Dates Attended	Course

D) List any colleges, business schools or technical schools you attended:				
Name of School	Location	Course or Major	Dates Attended	Degree or Certificate Received

E) Other training (special courses, work training programs, armed forces training). Give name and location where training was given, certificate (if any), dates attended, subject of training, number of hours weekly, and other details related to the job for which you are applying:

11) **EXPERIENCE:** Start with your present or last job and work back listing all paid or unpaid, full or part-time work, military service, and summer jobs performed during the last 10 years. Use additional sheets of plain paper if you need more space. Work performed more than 10 years ago may be given if it applies to the job you want.

Is it O.K. if we contact your present employer?

Yes No

(Note: We may contact any previous supervisor to verify your past duties.)

Starting Date:		Ending Date:		Name and Address of Present or Last Employer:
Month	Year	Month	Year	
Salary		Hours per Week		Name, Title, and Phone Number of your immediate supervisor:
Reason for Leaving:				
Your present or last job title:				
Your duties:				

Starting Date:		Ending Date:		Name and Address of Present or Last Employer:
Month	Year	Month	Year	
Salary		Hours per Week		Name, Title, and Phone Number of your immediate supervisor:
Reason for Leaving:				
Your present or last job title:				
Your duties:				

Starting Date:		Ending Date:		Name and Address of Present or Last Employer:
Month	Year	Month	Year	
Salary		Hours per Week		Name, Title, and Phone Number of your immediate supervisor:
Reason for Leaving:				
Your present or last job title:				
Your duties:				

Starting Date:		Ending Date:		Name and Address of Present or Last Employer:
Month	Year	Month	Year	
Salary		Hours per Week		Name, Title, and Phone Number of your immediate supervisor:
Reason for Leaving:				
Your present or last job title:				
Your duties:				

(See Next Page)

12) SPECIAL SKILLS OR ABILITIES: Show licenses (including driver's); machines you operate; languages other than English which you speak, read and write well; typing and shorthand speeds; and any other special abilities or knowledges relating to the job you are applying for:

CERTIFICATION: I certify that all statements made on or in connection with this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I understand that incomplete, false, or inaccurate information may result in the rejection of this application and that false information may result in my dismissal if employed.

I understand that positions within the County workforce require a background check. I hereby give County Officials permission to perform a background check to include driving record and criminal history.

Date

Signature

**** Note: Aliens must show an Alien Registration Receipt Card (Form I-151), Form I-94 endorsed to permit employment. ****

COMPLIANCE INFORMATION

The following information is needed for compliance with governmental selection requirements and for EEO reports. It will be detached when your application is filed and the information on it will not be considered in the employment process:

1. Your Name:

2. Job Applied For:

3. Sex (Please check one) Male Female

4. Describe yourself in terms of one of the following groups. (Check one only)

A. American Indian

D. Hispanic/Spanish Sumamed

B. Black/Afro American

E. Oriental/Asian American

C. White/Caucasian

F. Other: _____

Please specify

Date: _____