

**If you need reasonable accommodation in participating in and/or completing the County's application process, please contact the Ada County Human Resources Office at (208) 287-6990 (Telephone Device for the Deaf 287-6995) or at the address listed below.*

JOB-LINE RECORDING — 287-6996

ADA COUNTY

Application for Employment
An Equal Opportunity Employer

ADA COUNTY HUMAN RESOURCES DEPARTMENT, 200 W. Front St., Boise, Idaho 83702

Name (Last, First, Middle)		Position Applied For	
Current Address		Street or P.O. Box No.	
Department			
City	State	Zip Code	Social Security Number
Home Telephone	Business Telephone		Daytime phone where you may be reached
Have you ever been bonded?		If yes, what type of job?	
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Do you have current and valid documentation which authorizes you to work in the United States? (Proof of U.S. citizenship or immigration status will be required upon employment).			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you previously been employed by us? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when _____			
Name any relative(s) employed by Ada County			
Type of work you are seeking		When will you be available to start work?	
<input type="checkbox"/> Full Time <input type="checkbox"/> Part-time Work			
Will you accept		Will you work	
<input type="checkbox"/> Temporary Work <input type="checkbox"/> Seasonal		<input type="checkbox"/> Weekends <input type="checkbox"/> Shift Work <input type="checkbox"/> Nights	
Describe the type of computer equipment you have operated:			
List types of computer software programs you have worked with and describe your level of experience with each.			
Typing <input type="checkbox"/> Yes <input type="checkbox"/> No	Shorthand <input type="checkbox"/> Yes <input type="checkbox"/> No	Calculator <input type="checkbox"/> Yes <input type="checkbox"/> No	
Words per minute _____	Words per minute _____		
Other Office Equipment, describe:		Do you have a valid vehicle operators license	
		<input type="checkbox"/> Yes State issued _____ <input type="checkbox"/> No	
How were you referred to Ada County?			

EDUCATIONAL HISTORY	List educational institutions below. Use additional pages if required.				
	High School	Name, address, city and state of school(s) attended	Circle last grade attended 9 10 11 12	Graduated <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree/major <input type="checkbox"/> G.E.D. <input type="checkbox"/> DIPLOMA
	College	_____	1 2 3 4 <input type="checkbox"/> Bachelors <input type="checkbox"/> Masters	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	College	_____	1 2 3 4 <input type="checkbox"/> Bachelors <input type="checkbox"/> Masters	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Other	_____	Specify	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Explain any specialized training, additional schooling or educational awards. _____ _____ _____ _____					

REFERENCES	Name	City	State	Telephone (include area code)
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

List only persons we may contact. Do not include anyone related to you or previous supervisors.

BACKGROUND	Summary of other work experience, including volunteer work. Relate any general information you feel necessary pertaining to you as an applicant for this job. Include any special training, licenses, or technical skills.
	<p>Have you ever been convicted of any criminal offense or are you now under charges for any offense against the law? (You may omit:</p> <p>(1) traffic violations for which you paid a fine of \$75.00 or less; and</p> <p>(2) offenses committed before your 18th birthday which were adjudicated in a juvenile court or under a Youth Offender Law) Yes _____ No _____</p> <p>While in the military service were you ever convicted by a general court martial Yes _____ No _____</p> <p>If either answer is "yes", please give details below.</p> <p>NOTE – A conviction does not automatically mean you cannot be appointed. What you were convicted of, and how long ago, are important. Give all of the facts so that a decision can be made.</p> <p>_____</p>

EMPLOYMENT HISTORY

Employment history: List below your work history, beginning with your present or most recent job, emphasizing your specific tasks and supervisory, technical, or other responsibilities. Give special attention to experience relating to the job for which you are applying. Attach additional sheets if necessary.

Employer's name and address	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Your title/position	From	To
			Mo/Yr	Mo/Yr
Duties (be specific)			Total Time	Hours/Week
			Yrs/Mos	
			Salary	
			Starting	Ending
Reason for Leaving			Supervisor's name	
			Phone No.	
Employer's name and address	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Your title/position	From	To
			Mo/Yr	Mo/Yr
Duties (be specific)			Total Time	Hours/Week
			Yrs/Mos	
			Salary	
			Starting	Ending
Reason for Leaving			Supervisor's name	
			Phone No.	
Employer's name and address	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Your title/position	From	To
			Mo/Yr	Mo/Yr
Duties (be specific)			Total Time	Hours/Week
			Yrs/Mos	
			Salary	
			Starting	Ending
Reason for Leaving			Supervisor's name	
			Phone No.	
Employer's name and address	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Your title/position	From	To
			Mo/Yr	Mo/Yr
Duties (be specific)			Total Time	Hours/Week
			Yrs/Mos	
			Salary	
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			Mo/Yr	Mo/Yr
Duties (be specific)			Total Time	Hours/Week
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			Salary	
			Starting	Ending
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