



## WESTON COUNTY SHERIFF'S OFFICE

25 N. Sumner, Newcastle WY 82701

Phone (307) 746 4444 Fax (307) 746 3404

# Application for Employment

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of non-job-related medical condition or handicap, or any other legally protected status.

(Please Print)

Position(s) applied for		Date of Application	
Last Name	First Name	Middle Name	
Address	City	State	Zip Code
Telephone Number(s)		Social Security Number	

Have you ever filed an application with us before?  Yes  No

(If yes give date) \_\_\_\_\_

Have you ever been employed with us before?  Yes  No

(If yes give date) \_\_\_\_\_

Are you over the age of 18?  Yes  No

Are you currently employed?  Yes  No

**May we contact your current employer?**  Yes  No

**Are you prevented from lawfully becoming employed in this country because of visa or immigration status?**  Yes  No

(Proof of citizenship or immigration status will be required upon employment)

**What date would you be available start?** \_\_\_\_\_

**Are you available to work:**  Full Time  Part Time  Shift Work

**Are you currently on "Lay-off" status or subject to recall?**  Yes  No

**Can you travel if a job requires it?**  Yes  No

**Have you been convicted of a felony?**  Yes  No

(Conviction of a felony may disqualify an applicant from employment)

**If yes, please explain:** \_\_\_\_\_

\_\_\_\_\_

<b>Indicate any foreign languages you can speak, read and/or write</b>			
	<b>Fluent</b>	<b>Good</b>	<b>Fair</b>
<b>Speak</b>			
<b>Read</b>			
<b>Write</b>			

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

**Do you have a High School Diploma or GED?**       Yes    No

**If yes, from where?** \_\_\_\_\_

**Do you have a college degree/diploma?**       Yes    No

**If yes, please provide course of study and institution(s)**


<b>Describe any specialized training, apprenticeships, skills, extra-curricular activities</b>	
<b>Describe any honors you have received</b>	
<b>State any additional information you feel may be helpful to us in considering your application</b>	

## References

**Give name, address, and telephone number of 3 references who are not related to you and are not previous employers.**

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

**Have you ever had any job-related training in the United States Military?**

Yes  No If yes, please describe \_\_\_\_\_

**Are you physically or otherwise unable to perform the duties of the job for which you are applying?**  Yes  No

## Employment History

**Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap, or other protected status**

Employer		Dates Employed		Work Performed
Address		From	To	
Telephone Number(s)		Hourly Rates/Salary		
		Starting	Final	
Job title	Supervisor			
Reason For Leaving				

Employer		Dates Employed		Work Performed
Address		From	To	
Telephone Number(s)		Hourly Rates/Salary		
		Starting	Final	
Job title	Supervisor			

<b>Reason For Leaving</b>				
<b>Employer</b>		<b>Dates Employed</b>		<b>Work Performed</b>
<b>Address</b>		<b>From</b>	<b>To</b>	
<b>Telephone Number(s)</b>		<b>Hourly Rates/Salary</b>		
		<b>Starting</b>	<b>Final</b>	
<b>Job title</b>	<b>Supervisor</b>			
<b>Reason For Leaving</b>				

<b>Employer</b>		<b>Dates Employed</b>		<b>Work Performed</b>
<b>Address</b>		<b>From</b>	<b>To</b>	
<b>Telephone Number(s)</b>		<b>Hourly Rates/Salary</b>		
		<b>Starting</b>	<b>Final</b>	
<b>Job title</b>	<b>Supervisor</b>			
<b>Reason For Leaving</b>				

## Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experiences.

---



---



---



---



---



---

# **Applicant's Statement**

**I Certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision, including but not limited to criminal records, credit reports, and previous employment.**

**This application for employment shall be considered active for a period not to exceed 1 year. An applicant wishing to be considered for employment beyond this time should inquire as to whether applications are being accepted at that time.**

**I, hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "AT WILL" nature, which means that the employee may resign at any time and the employer may discharge employee at any time with or without cause. It is further understood that this "AT WILL" employment relationship may not be changed by any written document, by conduct or oral statement unless such change is specifically acknowledged in writing by an authorized executive of this organization.**

**In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.**

**Signature of Applicant**

**Date**

\_\_\_\_\_

## **FOR PERSONNEL DEPARTMENT USE ONLY**

**Arrange Interview**                       Yes  No

**Remarks** \_\_\_\_\_  
\_\_\_\_\_

**Employed**     Yes  No                      **Date of Employment** \_\_\_\_\_

**Job Title** \_\_\_\_\_ **Starting Rate** \_\_\_\_\_

**Name and Title** \_\_\_\_\_ **Date** \_\_\_\_\_