



Chaffee County Government

GENERAL APPLICATION FOR EMPLOYMENT

104 Crestone Avenue
P.O. Box 699
Salida, CO 81201-0699

PH: (719)539-3463
FX: (719)539-7442
www.chaffeecounty.org

EQUAL OPPORTUNITY EMPLOYER

Chaffee County is an equal opportunity employer (EOE). Employment decisions are based on business needs, job requirements, and individual qualifications without regard to race, color, national origin, ancestry, creed, age, marital status, religion, the presence of a medical condition or disability, veteran status, political affiliation, sex, sexual orientation, pregnancy status, gender identity, gender expression, genetic information, or any other legally protected status.

PERSONAL INFORMATION:

Name (last, first, MI): _____ Today's Date: _____

Address: _____
Street/ Box # City State Zip Code

Phone number: _____ Email Address: _____

Are you at least eighteen (18) years of age? Yes ☐ No ☐

Are you authorized to work in the U.S.? (Proof of identity and eligibility are required upon hire). Yes ☐ No ☐

POSITION AND AVAILABILITY:

Position for which you are applying: _____

How did you hear about us? _____

Date you can start: _____ Are you available to work evenings/ weekends/ holidays? _____

What type of work are you seeking (full time, part time or on call)? _____

Have you ever worked for Chaffee County? If yes, please provide dates: _____

Do you have relatives that work for Chaffee County? If yes, please list their name and where they work: _____

Education:

High School (*name, city, state*): _____

Did you graduate? Yes ☐ No ☐ If yes, which did you receive? Diploma ☐ GED ☐

If no, what is the highest grade completed? _____

	Name & Location <i>(City, State):</i>	Degree Obtained:
Business or Technical School		
College		
Graduate School		
List any licenses, certificates, or special skills		

Work History:

Starting with your present or most recent, please list your previous three (3) employers.

Current/ Most Recent Employer:

Employer Name:

Address	City	State	Zip
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Phone Number: _____ Website: _____

Position held: _____ Dates of Employment: _____

Supervisor's Name & Title: _____

May we contact this Supervisor? Yes ☐ No ☐

If yes, please provide their contact information: _____

Phone Number	Email Address
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Reason for leaving: _____

Employer 2:

Employer Name: _____

Address _____

City _____

State _____

Zip _____

Phone Number: _____

Website: _____

Position held: _____

Dates of Employment: _____

Supervisor's Name & Title: _____

May we contact this Supervisor?

Yes

☐

No

☐

If yes, please provide their contact information: _____

Phone Number

Email Address

Reason for leaving: _____

Employer 3:

Employer Name: _____

Address _____

City _____

State _____

Zip _____

Phone Number: _____

Website: _____

Position held: _____

Dates of Employment: _____

Supervisor's Name & Title: _____

May we contact this Supervisor?

Yes

☐

No

☐

If yes, please provide their contact information. _____

Phone Number

Email Address

Reason for leaving: _____

References:

Please provide three (3) personal references who have known you for at least two (2) years and to whom you are not related.

Reference 1:

Name: _____

Relationship: _____ Company/ Title: _____

Phone Number: _____ Email Address: _____

Reference 2:

Name: _____

Relationship: _____ Company/ Title: _____

Phone Number: _____ Email Address: _____

Reference 3:

Name: _____

Relationship: _____ Company/ Title: _____

Phone Number: _____ Email Address: _____

I understand that employment with Chaffee County is at will. This means if I am hired, either party may terminate the employment relationship for any lawful reason, at any time, with or without advance notice.

The statements on this application are true and correct to the best of my knowledge. I understand that all information in this application is subject to verification. I also understand that knowingly falsifying or omitting information on this application is grounds for application rejection and/or termination of employment. I authorize Chaffee County to conduct a reference check, general background check, criminal background check, credit check, and obtain a motor vehicle report. If I am offered employment with Chaffee County, it will be contingent upon successful completion of any required drug screening, occupational screening, background, credit and reference checks, acceptable motor vehicle record and proper completion of USCIS form I-9.

Applicant Signature:

Date:

Please email completed application to: careers@chaffeecounty.org (preferred)

OR

Mail or deliver completed application to:

Chaffee County Human Resources
P.O. Box 699 / 104 Crestone Ave.
Salida, CO 81201