Polk County Government Employment Application

An Equal Opportunity Employer & Drug Free Workplace

Position Applying For: _____

Full Name: _____ **Phone #:** _____

Email: _____

Address (City, State, Zip): _____

EDUCATION

High School Name: _____ **Highest Grade Completed:** _____

College Name: _____

Degree: _____

Graduate School Name: _____

Degree: _____

JOB RELATED TRAINING & CERTIFICATIONS

List any certifications, licenses, or any skills which are related to the job you are seeking.

_____

_____

_____

_____

_____

_____

WORK EXPERIENCE

Name of Present or Last Employer: _____
Address (City, State, Zip): _____
Phone #: _____
Job Title: _____ **Number Supervised:** _____
Dates Employed: _____

Job Duties:

_____

_____

Reason for Leaving: _____

Name of Next Employer: _____
Address (City, State, Zip): _____
Phone #: _____
Job Title: _____ **Number Supervised:** _____
Dates Employed: _____

Job Duties:

_____

_____

Reason for Leaving: _____

Name of Next Employer: _____
Address (City, State, Zip): _____
Phone #: _____
Job Title: _____ **Number Supervised:** _____
Dates Employed: _____

Job Duties:

_____

_____

Reason for Leaving: _____

ADDITIONAL INFORMATION

Do you possess a valid driver's license? Yes ___ No ___

Have you ever been convicted of a criminal offense? Yes ___ No ___
If yes, please list the conviction: _____

Have you ever been terminated from a job? Yes ___ No ___
Have you ever been forced to resign from a job? Yes ___ No ___

References: please provide names of two individuals familiar with your work ethic.

Name: _____
Address: _____
Phone #: _____

Name: _____
Address: _____
Phone #: _____

Polk County Government is an Equal Opportunity Employer. Employment with Polk County is at-will and nothing in this application or in the County's policies create a contract of employment. In the event an offer of employment is made, the following requirements must be met:

- Pass the required pre-employment drug screening and physical
- Pass any required background check for applicant's position
- Pass any required psychological evaluation for any law enforcement position
- Pass required driver's history check

Any applicant offered a position with Polk County Government will be required to a complete a probationary period of not less than six (6) months.

By my signature, I authorize the release of information to authorized management and/or employees of Polk County Government, which may include, but not limited to: information concerning my work history, personnel files, attendance records, evaluations, educational transcripts, military records, and any records deemed necessary.

By my signature, I also affirm, agree, and understand that all statements on this application are true and accurate. Any misrepresentation or falsification of information on this application may result in expulsion from further consideration of, if hired, termination of employment.

Applicant's Full Name: _____ **Date: _____**