



Employment Application

Butts County Board of Commissioners

An Equal Opportunity Employer

Applicants are considered for all positions without regard to race, religion, sex, national origin, age, marital or veteran status, or the presence of non-job-related medical condition or handicap.

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: () _____ E-mail Address: _____

Date Available: _____ Last 4 digits of Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever been employed with Butts County? YES NO If yes, please provide details. _____

Do you have any relatives presently employed with Butts County? YES NO If yes, who? How related? What department? _____

Have you ever been arrested? YES NO If yes, provide date(s) and details: _____

Are you able to perform the essential functions of the job for which you are applying? YES NO If no, specify reasonable accommodations that would allow you to perform the essential functions of the job: _____

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____
Company: _____ Phone: () _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: () _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: () _____
Address: _____

Previous Employment

Company: _____ Phone: () _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO If no, Why? _____

Company: _____ Phone: () _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO If no, Why? _____

Company: _____ Phone: () _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO If no, Why? _____

Special Skills and Qualifications

Summarize any relevant special skills and qualifications acquired from employment or other experiences:

Professional, trade, business, civic activities or offices held

List any professional, trade, business, civic activities, or offices held that you wish to share:

Disclaimer and Signature

- I certify that all answers 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. I understand that this application is not, and is not intended to be, a contract for employment.
- In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand that I am required to abide by all rules and regulations of Butts County.
- I agree for Butts County to conduct a medical exam, drug screen, criminal and motor vehicle history background check on me prior to employment.

Signature: _____ Date: _____

Completed employment applications can be submitted either by emailed to eglidewell@buttscounty.org, returned in person or by mail to Attn: Human Resources Department, 625 W. Third Street Suite 4, Jackson, GA 30233.