



Catoosa County
Solicitor General's Office

Maple Street
Ringgold, GA 30736
706-965-4477
Fax: 706-965-3181

APPLICATION FOR EMPLOYMENT

Read this section before completing the application:

The Solicitor General's Office is firmly committed to a policy of Equal Employment Opportunity and does not discriminate against applicants because of race, color, religion, age, national origin, sex or disability.

Applicants will be subject to a pre-hire background/criminal history check.

The Solicitor General's Office maintains a Drug Free Workplace and applicants may be subject to a pre-hire drug screen as well as random drug and alcohol testing as required under the Catoosa County Substance Abuse Policy.

Any offer of employment is conditional pending a clean background/criminal history check and negative drug test.

I understand that my application will be considered active during the next (60) days. If I wish to be considered for job vacancies occurring after that period of time, I must renew my application.

ALL INFORMATION SUBMITTED MAY BE SUBJECT TO PUBLIC REVIEW UNDER THE GEORGIA OPEN RECORDS ACT.

I UNDERSTAND THE INFORMATION LISTED ON THIS PAGE AND CONSENT TO THE BACKGROUND CHECKS AND TESTING OUTLINED ABOVE.

Date: _____

Applicant's Signature

Note: Georgia Smoke Free Air Act 2005 Smoking shall be prohibited in all enclosed public places in the state except as permitted in Code Section 31-12A-1, et seq.

Your answers must be typewritten or clearly PRINTED IN INK. EACH QUESTION MUST BE ANSWERED. If a question does not apply to you, place the letters NA directly behind the question number. Please attach additional pages if additional space is needed to provide a complete answer.

THE POSITION FOR WHICH YOU ARE APPLYING: Administrative Assistant

Your Full Name (Last, First, Middle):

E-mail address (if available): _____

Your Present Home Address:

Street and Number

(Apartment Number)

City,

State,

Zip Code

Telephone Number: (_____) _____

=====

Person to notify in case of emergency:

Name: _____

Address: _____

Telephone Number: _____

Relationship: _____

EMPLOYMENT: Please provide a complete work history, including summer and part-time jobs, for the past ten (10) years. Attach additional sheets as required. PLEASE COMPLETE THIS SECTION EVEN IF YOU HAVE INCLUDED A RESUME.

Name of Employer: _____

Street Address: _____

City, State, ZIP: _____

Date From: _____ Date To: _____

Salary: _____ Title: _____

Name of Supervisor: _____

Reason for Leaving: _____

Name of Employer: _____

Street Address: _____

City, State, ZIP: _____

Date From: _____ Date To: _____

Salary: _____ Title: _____

Name of Supervisor: _____

Reason for Leaving: _____

Name of Employer: _____

Street Address: _____

City, State, ZIP: _____

Date From: _____ Date To: _____

Salary: _____ Title: _____

Name of Supervisor: _____

Reason for Leaving: _____

Name of Employer: _____

Street Address: _____

City, State, ZIP: _____

Date From: _____ Date To: _____

Salary: _____ Title: _____

Name of Supervisor: _____

Reason for Leaving: _____

May we contact your present employer? Yes _____ No _____ (place X in appropriate box)

Have you ever been dismissed or asked to resign from any employment or position you have held? Yes _____ No _____ (place X in appropriate box)

Employer's Name: _____ Date: _____

Reason: _____

PERSONAL REFERENCES:

NAME: _____

Address: _____

Telephone: _____

Relationship: _____

NAME: _____

Address: _____

Telephone: _____

Relationship: _____

I understand that all appointments are probationary for a period of one (1) year, during which time I must demonstrate my fitness for continued employment. I am further aware that willfully withholding information or making false statements on this application will be a basis for denial of a position prior to employment, and should such willful withholding or false statement become evident after appointment, such evidence will constitute sufficient grounds for dismissal from service with the Catoosa County Solicitor General's Office. I further understand that if I am selected for employment with Catoosa County Solicitor General's Office that I must comply with the provisions of the Immigration Reform and Control Act of 1986 by providing documentary proof of identity and employment authorization prior to commencement of work. I fully understand and agree to these conditions. I hereby certify that all statements made by me on this application are true and complete to the best of my knowledge. I authorize Catoosa County Solicitor General's Office to investigate my previous work performance and to confirm any knowledge, skills and abilities required to qualify me for the position for which this application is submitted.

If you are selected for this position, on what date will you be available? _____

This _____ day of _____, 20 _____.

Applicant's Signature: _____