

VBC Judge Dale James
P.O. Box 60
Clinton, AR 72031
Phone: 501-745-2443
Fax: 501-745-6278

Van Buren County

Van Buren County is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state or federal laws. Should an applicant need reasonable accommodations in the application process, he or she should contact a county representative.

Employment Application

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

Address: _____
Street Address Apartment/Unit #

City _____ State _____ ZIP Code _____

Phone: _____ Email _____

Date Available: _____ Are you 18 years of age or older? _____ Desired pay: \$ _____

Position Applied for: _____ Please list license(s) you have (DL, CDL, Other) _____

What days/hrs. can you work? _____ Date you can start? _____

Do you have reliable transportation? _____

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

Note: All positions are considered by Van Buren County as either Safety or Security Sensitive

I consent to a mandatory controlled substance test prior to employment and periodic random scheduled controlled substance tests while employed with Van Buren County Yes No

Note: Van Buren County complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicant/employees to perform essential functions.

Do you have any condition that would require job accommodations? _____

If so, please describe accommodations _____

Have you ever worked for Van Buren County? YES NO If yes, when? _____

Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date/nature of the offense, including any significant details that affect the description of the event, and any surrounding circumstances as well as the relevance of said offense to the position(s) applied for may, however, be considered.

Have you ever been convicted of a felony? Yes No
If yes, please explain: _____

Please list the skills and qualifications you possess for the position for which you are applying.

Education

High School: _____ College/Trade school: _____
Did you graduate? _____ Degree(s) earned: _____

References

Please list two personal/professional references.

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

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

Disclaimer and Signature

AT WILL EMPLOYMENT

The relationship between you and Van Buren County is referred to as "Employment at Will". This means that your employment can be terminated at any time for any reason, with or without notice, by you or Van Buren County. No representatives of Van Buren County have authority to enter into any agreement contrary to the foregoing "employment at will" relationship. You understand that your employment is "at will" and that you acknowledge that no oral or written statements or representations regarding your employment can alter your at-will employment status.

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release from employment with Van Buren County.

Signature: _____ Date: _____