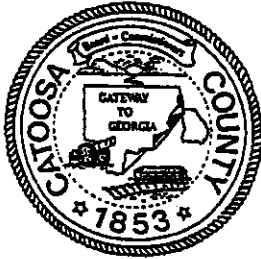


**FOR OFFICE USE ONLY**  
**APPLICANT'S NAME:**  
 \_\_\_\_\_  
**JOB PREFERENCE (S)**  
 \_\_\_\_\_  
 \_\_\_\_\_  
**DATE RECEIVED:** \_\_\_\_\_



**FOR OFFICE USE ONLY**  
**POSITIONS OR JOB TITLES**  
**APPLIED FOR:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Catoosa County**  
 800 LaFayette Street  
 Ringgold, GA 30736

Telephone: 706/965-2500

**GENERAL APPLICATION FOR EMPLOYMENT**

**Read this section before completing the application**

Catoosa County Government 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.

Catoosa County Government maintains a Drug Free Workplace and applicants are subject to a pre-hire drug screen and will be subject to random drug and alcohol testing as required under the County Substance Abuse Policy. Any offer of employment is conditional pending a negative drug test.

**I UNDERSTAND THAT MY APPLICATION WILL BE CONSIDERED ACTIVE FOR JOB VACANCIES WHICH OCCUR ONLY 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.**

Date \_\_\_\_\_

\_\_\_\_\_  
 Applicant's Usual Signature



10. **EDUCATION: COMPLETE THIS SECTION EVEN IF YOU HAVE INCLUDED A RESUME.**

| Name of School    | City, State | Numbers of Years Attended | Major/Minor | Degrees or Diplomas Received |
|-------------------|-------------|---------------------------|-------------|------------------------------|
| High School       |             |                           |             |                              |
| College           |             |                           |             |                              |
| Graduate School   |             |                           |             |                              |
| Vocational School |             |                           |             |                              |
| Miscellaneous     |             |                           |             |                              |

11. **EMPLOYMENT: List ALL your employments, including summer and part-time for the past ten (10) years. COMPLETE THIS SECTION EVEN IF YOU HAVE INCLUDED A RESUME.**

| Name and Address of Employer | Date From | Date To | Salary | Kind of Work | Name of Supervisor | Reason For Leaving |
|------------------------------|-----------|---------|--------|--------------|--------------------|--------------------|
| (a) Name                     |           |         |        |              |                    |                    |
| Address (Mail/Street)        |           |         |        |              |                    |                    |
| (b) Name                     |           |         |        |              |                    |                    |
| Address (Mail/Street)        |           |         |        |              |                    |                    |
| (c) Name                     |           |         |        |              |                    |                    |
| Address (Mail/Street)        |           |         |        |              |                    |                    |
| (d) Name                     |           |         |        |              |                    |                    |
| Address (Mail/Street)        |           |         |        |              |                    |                    |

12. May we contact your present employer?  Yes  No

13. Have you ever been dismissed or asked to resign from any employment or position you have held?  Yes  No

Employer's Name \_\_\_\_\_ Date \_\_\_\_\_

Reason \_\_\_\_\_

14. **PERSONAL REFERENCES**

| NAME | ADDRESS | BUSINESS | YEARS KNOWN |
|------|---------|----------|-------------|
|      |         |          |             |
|      |         |          |             |
|      |         |          |             |

15. **MILITARY RECORD**

- a. Have you ever served on active duty in the armed forces of the United States? \_\_\_\_\_
- b. Branch \_\_\_\_\_
- c. Are you now a member of the active reserves or National Guard? \_\_\_\_\_
- d. Service Branch and Status \_\_\_\_\_

16. List any additional employment, job-related skills, abilities, training or experiences that might qualify you for a position. Use continuation sheet, if necessary. **COMPLETE THIS SECTION EVEN IF YOU HAVE INCLUDED A RESUME.**

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17. Specialized Skills: Check skills / Equipment Operated

- CRT       Fax       Production / Mobile Machinery (list)       Other (list)
- PC       Spreadsheet      \_\_\_\_\_      \_\_\_\_\_
- Calculator       PBX System      \_\_\_\_\_      \_\_\_\_\_
- Typewriter       Word Processing      \_\_\_\_\_      \_\_\_\_\_
- Est. wpm \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

18. Please list three **supervisor** references, if possible

| Name  | Location | Title | Phone Number |
|-------|----------|-------|--------------|
| _____ | _____    | _____ | _____        |
| _____ | _____    | _____ | _____        |
| _____ | _____    | _____ | _____        |

19. If under 18 years of age, list name and address of parent and/or guardian.

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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 Catoosa County Government. I further understand that if I am selected for employment with Catoosa County Government 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 Government to investigate my previous work performance and to confirm any knowledge, skills and abilities required to qualify me for the position(s) I have indicated on this application.

If this application is considered favorably, on what date will you be available to work? \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Applicant's Usual Signature