



San Juan County
 County Clerk & Recorder
 1557 Greene Street, PO Box 466 Silverton, CO 81433
 Phone: (970) 387-5671 Fax: (970) 387-8043
 clerk@sanjuancolorado.us
 sanjuancounty.colorado.gov/jobs

Application for Employment

San Juan County is an Equal Opportunity Employer; we consider all qualified applicants without regard to race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age, disability or genetic information.

IMPORTANT INFORMATION AND INSTRUCTIONS:

- Applications will only be accepted for current job postings. You must complete a separate application if you are applying for multiple posting.
- You must answer each question fully and accurately. The questions contained within this application are not intended to imply illegal preferences or discrimination based on non-job-related factors.
- Incomplete or illegible applications may not be considered.
- You may not be contacted unless you are chosen to participate in the interview process.
- Please provide a resume and a cover letter with your completed application.

Position Applied For: _____

Today's Date: _____

APPLICANT INFORMATION

Full Name: _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Telephone Number: _____ **Email Address:** _____

**Correspondence will be accomplished by telephone, email or written correspondence. Without accurate and complete contact information your application may not be considered.

Are you currently employed by San Juan County Government?	Yes	No
Are you eligible to work in the United States?	Yes	No
Have you submitted an application with us before? If Yes, give date _____	Yes	No
Have you ever worked for us before? If Yes, give dates _____	Yes	No
On what date would you be available for work.....	_____	
Are you available to work: Full Time Part Time Shift Work Temporary		
Are you related to, married to or planning on marrying anyone who works for San Juan County?	Yes	No
If so, whom? _____		
How did you hear about us? _____		

EDUCATION — You must provide copies of your college transcripts.

	Name and Address of School	Major	Year Completed	Degree / Diploma
High School				
College				
University				
Other (Specify)				

EMPLOYMENT HISTORY

Provide complete information for previous/present employer in consecutive order (current or most recent employer listed first). Account for all periods of employment, including unemployment and self-employment, for the last seven (7) years. If unemployed or self-employed, list someone who can verify this status in the supervisor box. Note: A job offer may be contingent on acceptable references from current and previous employers. You must complete the employment history section; and you are welcome to attach a resume in addition to this information.

Company: _____	Telephone Number: _____
Address: _____	City _____ State _____ Zip _____
Supervisor: _____	Email Address: _____
Your Title: _____	Salary (Optional): _____
Dates Employed: _____ (From) _____ (To) _____	
Hours per week: _____	
Job Duties: _____	
Reason for Leaving: _____	May we contact them: Yes No

Company: _____	Telephone Number: _____
Address: _____	City _____ State _____ Zip _____
Supervisor: _____	Email Address: _____
Your Title: _____	Salary (Optional): _____
Dates Employed: _____ (From) _____ (To) _____	
Hours per week: _____	
Job Duties: _____	
Reason for Leaving: _____	May we contact them: Yes No

Company: _____	Telephone Number: _____
Address: _____	City _____ State _____ Zip _____
Supervisor: _____	Email Address: _____
Your Title: _____	Salary (Optional): _____
Dates Employed: _____ (From) _____ (To) _____	
Hours per week: _____	
Job Duties: _____	
Reason for Leaving: _____	May we contact them: Yes No

Company: _____	Telephone Number: _____
Address: _____	City _____ State _____ Zip _____
Supervisor: _____	Email Address: _____
Your Title: _____	Salary (Optional): _____
Dates Employed: _____ (From) _____ (To) _____	
Hours per week: _____	
Job Duties: _____	
Reason for Leaving: _____	May we contact them: Yes No

Company: _____	Telephone Number: _____
Address: _____	City _____ State _____ Zip _____
Supervisor: _____	Email Address: _____
Your Title: _____	Salary (Optional): _____
Dates Employed: _____ (From) _____ (To) _____	
Hours per week: _____	
Job Duties: _____	
Reason for Leaving: _____	May we contact them: Yes No

For San Juan County positions requiring a current and valid Colorado Driver's License:

Driver's License Number: _____ State: _____ Expiration: _____

List any specialized skills specific to the position you are applying for:

Examples would be equipment or tools you possess the skills in operating, specialized training you have received applicable to the position, or other relative information.

Disclaimer, Release, and Signature

I certify my answers are true and correct to the best of my knowledge. I have not made any intentional misrepresentations or omissions. I understand I may be required to submit to a post-offer, pre-employment drug screening (including detection of marijuana) and physical evaluation. I understand employment with San Juan County is "at will" and there are no guaranteed assurances of future or continued employment. I understand should it be discovered I have provided any misleading information on this application it can result in rejection of my application or termination from employment. I authorize representatives from San Juan County to contact and obtain information from employers, schools, licensing authorities, other references, or through a background investigation process. I have read, understand and my signature shows my consent to these statements.

Signature: _____	Date: _____	
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