



**RIO BLANCO COUNTY HUMAN RESOURCES**

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Meeker, CO 81641

Web Site: [www.rbc.us](http://www.rbc.us)

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# EMPLOYMENT APPLICATION

## AN EQUAL OPPORTUNITY EMPLOYER

**We do not discriminate on the basis of race, creed, color, religion, national origin, ancestry, sex, sexual orientation, age, disability, veteran status, genetic information or any other status protected by law. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.**

### IMPORTANT INFORMATION AND INSTRUCTIONS

We appreciate your interest in employment with Rio Blanco County. The completion of this application represents your ability to provide written communication and to follow directions. Your completed application is a source of information for making selections for testing and/or interviews.

1. A separate application must be submitted for each job opening. We encourage applicants to attach resumes BUT NEVER rely on information on the resume to substitute for the application. NEVER use the notation "See Resume". Unsolicited applications will not be accepted.
2. Applications must be received in the Rio Blanco County Human Resources Department **by 3:00 PM** of the closing date. Late applications will not be accepted. Announced openings listed as "open until filled" will be accepted until the position has been hired.
3. Applications must be filled out completely. Print clearly or type. Incomplete or illegible applications may be rejected.
4. Notify the Human Resources Department of any change in your contact information.
5. Any offer of employment may be contingent upon job-related factors including (but not limited to) testing of job related skills, successful completion of a physical examination, verification of your former employment and references, a thorough background investigation, including any criminal record, and appropriate drug and alcohol testing.
6. If you are hired for any position, federal law requires that you provide proof of your eligibility to work in the United States within 72 hours of your hire date. Failure to prove such eligibility will void the offer of employment.
7. Applications are the property of Rio Blanco County and may be available for public review under the Colorado Open Records Act.
8. Applications should never be considered an employment contract.

**For ADA accommodations, please contact Human Resources at 970-878-9570**

### PLEASE PRINT

Name .....  
Last First Middle Initial

Position Applying for:  
(as stated on announcement) .....

Today's Date .....

Position Number:  
(as stated on announcement) .....

Address.....  
Mailing City State Zip Code

Home Phone Number ..... Cell Phone Number .....

Email Address ..... Are you age 18 or over? Yes No

## EMPLOYMENT HISTORY

Start with your present or most recent position and work backwards chronologically. Account for all periods of time including military service, self-employment and any period of unemployment. Attach additional sheets as needed using the same format. A job offer may be contingent upon acceptable references from current and former employers; therefore, it is critical that correct telephone numbers are provided. **This section must be completed in full whether or not a resume is included.**

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Current/Last Employer ..... Type of Business .....

Address ..... Telephone No. ....

Mailing City State Zip Code

Employed From ..... To ..... Job Title.....

Name of Last Supervisor..... May we contact this employer?.....

Duties:

Reason for leaving or seeking other employment.....

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Previous Employer ..... Type of Business .....

Address ..... Telephone No. ....

Mailing City State Zip Code

Employed From ..... To ..... Job Title.....

Name of Last Supervisor..... May we contact this employer?.....

Duties:

Reason for leaving or seeking other employment.....

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Previous Employer ..... Type of Business .....

Address ..... Telephone No. ....

Mailing City State Zip Code

Employed From ..... To ..... Job Title.....

Name of Last Supervisor..... May we contact this employer?.....

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Previous Employer ..... Type of Business .....

Address ..... Telephone No. ....

Mailing City State Zip Code

Employed From ..... To ..... Job Title.....

Name of Last Supervisor..... May we contact this employer?.....

Duties:

Reason for leaving or seeking other employment.....

## EDUCATION

High School Diploma or GED? (please choose one)    Yes    No

Please list all colleges/vocational/technical schools attended:

Type of School	School Name/Location	Number of Years Completed	Degree Received
College or University			
College or University			
College or University			
Vocational or Technical			
Vocational or Technical			

## SPECIAL SKILLS, TRAINING OR RELEVANT EXPERIENCE

What skills do you have that are related to the job for which you are applying?

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List any other training, volunteer work or relevant experience that would be of further assistance in evaluating your qualifications. Include dates and length of experience, etc.

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What machines or equipment (including office equipment) can you operate that are related to the job for which you are applying?

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What computer software can you operate and at what proficiency?

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**GENERAL**

For jobs requiring a valid driver’s license or Commercial Driver’s License (CDL). CDL positions require a “Driver’s Supplemental Application”, obtained from the Human Resources Department or website, be submitted with this form.

State	Class	Number	Expiration Date
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List three persons who are not related to you and who have definite knowledge of your business or professional qualifications for the position for which you are applying. Do not repeat names of supervisors listed under work history.

Name	Phone Number	Type of Relationship
1. ....	.....	.....
2. ....	.....	.....
3. ....	.....	.....

**AFFIDAVIT, CONSENT AND RELEASE  
PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING**

Please read and **initial** each paragraph below. If there is any part of this page you do not understand, please call the Human Resources Department before signing.

\_\_\_\_\_ I certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement on this application or on any documents used to secure employment may be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_ I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements. A photocopy of this document shall be deemed as an original.

\_\_\_\_\_ I understand that nothing contained in the application, supplemental application or conveyed to me during any interview which may be granted is intended to create an employment contract, implied or explicit, between me and Rio Blanco County. In addition, I understand and agree that if I am employed, my employment relationship with Rio Blanco County is strictly voluntary and at our mutual will. I understand that if employed, my employment is for no definite period and may be terminated at any time, with or without prior notice, with or without cause or reason, at the option of either myself or Rio Blanco County, and that no promises or representations contrary to the forgoing are binding on Rio Blanco County unless made in writing and signed jointly by the appropriate elected official and myself.

\_\_\_\_\_ I understand and agree that if hired, any future changes in title, duties, compensation, working conditions, and/or Rio Blanco County benefits, policies and procedures will not alter our at-will agreement.

I have read, understand and by my signature, consent to these statements.      Yes      No

By typing my name in the signature field, I am consenting to this release.

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

**RIO BLANCO COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

It is the policy of Rio Blanco County to provide equal employment opportunity to all qualified applicants without regard race, color, religion, national origin, age, sex, veteran, disability or handicap status. Various agencies of the government require employers to invite applicants to identify themselves.

In order to determine if we are reaching all segments of the community and that all groups are adequately represented among our applicant population, we are requesting that you answer the questions on this form.

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Sex: M F

Position applying for: \_\_\_\_\_ Announcement # \_\_\_\_\_

**COMPLETION OF THIS FORM IS VOLUNTARY AND IN NO WAY AFFECTS THE DECISION REGARDING YOUR APPLICATION FOR EMPLOYMENT. THIS FORM IS CONFIDENTIAL AND WILL BE MAINTAINED SEPARATELY FROM YOUR APPLICATION FORM.**

**Race Background:** (please check one or more of the following)

- White (not of Hispanic origin)      A person having origins in any of the original peoples of Europe, Middle East, or North Africa.
- American Indian or Alaska Native      A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Black or African American      A person having origins in any of the black racial groups of Africa.
- Asian      A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- Native Hawaiian or Other Pacific Islander      A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.

**Ethnic Background:**

- Hispanic or Latino      A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race.

**Referral Source:**

- A Rio Blanco County Employee      Newspaper
- Rio Blanco County Website      Colorado Workforce Center
- County Job Posting Board      Other \_\_\_\_\_

**THANK YOU FOR YOUR COOPERATION**