

LATAH COUNTY EMPLOYMENT APPLICATION

Latah County is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard to race, color, religion, sex, national origin, age, disability, veteran status, or any other protected status under applicable law.

Please complete all sections of this application. Incomplete applications may not be considered.

POSITION INFORMATION

Position Applying For: _____

Department: _____

Date of Application: _____

PERSONAL INFORMATION

Full Legal Name: _____

Other Names Used (if applicable): _____

Mailing Address: _____

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

Physical Address (if different): _____

Primary Phone Number: _____

Secondary Phone Number: _____

Email Address: _____

EMPLOYMENT ELIGIBILITY

Are you legally authorized to work in the United States? Yes No

If hired, can you provide documentation establishing your identity and employment eligibility as required by law? Yes No

AVAILABILITY

What date would you be available to begin work?

Are you available to work: Full-Time Part-Time Temporary Seasonal

If there are any restrictions on your availability, please explain:

PREVIOUS EMPLOYMENT WITH LATAH COUNTY

Have you ever previously been employed by Latah County? Yes No

If yes, please provide the department, position title, and dates of employment:

VETERANS' PREFERENCE

Are you claiming Veterans' Preference under Idaho law? Yes No

If yes, please indicate the type of preference claimed: Veteran Disabled Veteran

Please attach supporting documentation (such as DD-214 or other qualifying documentation).

CRIMINAL HISTORY

Have you ever been arrested, charged, or convicted of a misdemeanor or felony?

Yes No

If yes, please explain below, including dates, locations, charges, and disposition.

NOTE: A criminal history does not automatically disqualify an applicant from employment. Factors such as the nature of the offense, date of occurrence, rehabilitation, and relevance to the position may be considered.

EXPERIENCE, SKILLS, AND QUALIFICATIONS

Please describe your experience, skills, certifications, licenses, training, and qualifications relevant to the position for which you are applying.

EDUCATIONAL BACKGROUND

High School

Name of School: _____

Location: _____

Did you graduate? Yes No

Diploma / GED / Certificate Earned: _____

College / University

Name of Institution: _____

Location: _____

Dates Attended: _____

Degree Earned / Major Field of Study: _____

Other Education, Certifications, or Specialized Training

Institution / Program Name: _____

Type of Certification / Training: _____

Dates Completed: _____

Additional Details: _____

EMPLOYMENT HISTORY

Please list your current or most recent employer first. Attach additional pages if necessary.

Employer #1

Employer Name: _____

Address: _____

Supervisor Name and Title: _____

Phone Number: _____

Position Title: _____

Employment Dates: _____

Starting Wage: _____ Ending Wage: _____

Describe Duties and Responsibilities: _____

Reason for Leaving: _____

May we contact this employer? Yes No

If no, please explain: _____

Employer #2

Employer Name: _____

Address: _____

Supervisor Name and Title: _____

Phone Number: _____

Position Title: _____

Employment Dates: _____

Starting Wage: _____ Ending Wage: _____

Describe Duties and Responsibilities: _____

Reason for Leaving: _____

May we contact this employer? Yes No

If no, please explain: _____

Employer #3

Employer Name: _____

Address: _____

Supervisor Name and Title: _____

Phone Number: _____

Position Title: _____

Employment Dates: _____

Starting Wage: _____ Ending Wage: _____

Describe Duties and Responsibilities: _____

Reason for Leaving: _____

May we contact this employer? Yes No

If no, please explain: _____

PERSONAL REFERENCES

Please provide three references who are not related to you and who are not a former employer.

Reference #1

Name: _____

Relationship: _____

Phone Number: _____

Email Address: _____

Years Known: _____

Reference #2

Name: _____

Relationship: _____

Phone Number: _____

Email Address: _____

Years Known: _____

Reference #3

Name: _____

Relationship: _____

Phone Number: _____

Email Address: _____

Years Known: _____

APPLICANT CERTIFICATION AND AUTHORIZATION

I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that false, misleading, or omitted information may result in disqualification from consideration or termination of employment if discovered after hire.

I authorize Latah County to investigate my qualifications, employment history, education, references, and other information related to my suitability for employment, consistent with applicable law. I authorize any of the persons or organizations named in this application to give Latah County complete information and records regarding my employment, education, character and qualifications. I release Latah County and all previous employers and supervisors from liability for any damages that may result from furnishing information to Latah County.

I understand that submission of this application does not guarantee employment and that, if hired, my employment may be subject to applicable County policies and procedures.

Applicant Signature: _____

Date: _____