

Instructions: Complete all sections of this document. If a segment does not apply to you, place an "NA" in the space. If you decline to answer, place "RA" in the space. You can enter data into this MS-Word document or you can print the document and print (legibility is graded) your information into the spaces provided.

APPLICANT INFORMATION

Last name:		Maiden or former name:	
First name:		Aliases:	
Middle name:		Suffix: (Jr. Sr. III)	
Street Address:		City Name:	
P.O. Box:		Apartment / Unit:	
		State:	
		Zip Code:	
Primary telephone number:		Alternate telephone number:	

ADDRESS HISTORY

	Street Address	Community & State	Month/Year of Residency
Next previous address:			
Next previous address:			
Next previous address:			

EMPLOYMENT HISTORY

	Name of Business	Supervisor	Job title
Current Employer:			
Next previous employer:			
Next previous employer:			
Next previous employer:			

EMPLOYMENT REFERENCES

	Name of Contact	Contact's Position	Contact's Phone Number
Current Employer:			
Next previous employer:			
Next previous employer:			
Next previous employer:			

BACK GROUND DATA PART 1

CRIMINAL / TRAFFIC	Offense Charged / Ticketed	County and State	Disposition
Last offense charged with:			
Next previous charge:			
Next previous charge:			
Next previous charge:			
Worst offense charged:			
Pending charges if any:			

BACK GROUND DATA PART 2

CIVIL ACTIONS	Type of Action	County and State	Disposition
Last suit or action:			
Next previous action:			
Next previous action:			
Next previous action:			
Worst action ever:			
Pending charges if any:			

Are you currently subject to any debt collection efforts: Yes No Unsure?

Are you or have you ever been subject to a protection order: Yes No Unsure?

Are you or have you recently been on supervised: Probation Parole None?

BACK GROUND DATA PART 2

	Name of School	City and State	Years of Attendance
Elementary School:			
Junior or Middle School:			
Senior High School:			
Vocational School:			
Undergraduate School:			
Other academic facility:			

- Do you have a diploma or general educational/equivalency degree? Yes No
- If you have a diploma or G.E.D., can you provide a copy of it upon request? Yes No
- If you attended any post-secondary educations, did you get a diploma? Yes No
- If you have post-secondary degree, can you provide a copy of it upon request? Yes No
- If you have other certificates related to employment, can you provide a copy? Yes No

SKILLS AND QUALIFICATIONS

	Description	City and State	Year obtained and expires
Example:	Commercial Driver License	Huron, South Dakota	1987 and 2022
Example:	Certified Welder	Sioux Falls, South Dakota	2015. Doesn't expire.
Example:	Emergency Medical Tech	Pierre, South Dakota	2001, expired in 2019
Skill or Qualification:			
Skill or Qualification:			
Skill or Qualification:			
Skill or Qualification:			
Skill or Qualification:			

NON-FAMILY OR NON-EMPLOYER REFERENCES

(Include people who can describe your roll in society, as a person, neighbor or community member)

Name of Reference	Relationship	City and State	Years	Telephone Number
Example: Steve Ball	Pastor	Antigua, California	1988 to 1999	

GENERAL QUESTIONS & STATEMENTS

In this box please state, in your own words, what attracted you to applying for this position.

In this box please state, in your own words, what do you, based on your training and experience, bring to this position, that others may not offer.

In this box please state, in your own words, what the county commissioners should know about you, your work ethics, your work history, your personal beliefs and career objectives.

CERTIFICATIONS

I certify that the information contained in this application is true and complete. I understand that false information may be grounds for disqualification during the application process and termination after hire, if hired. I authorize the verification of any and all information listed above.

Signature

Date

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With this application, please provide the following items:

- Photocopy of your valid driver's license.
- Photocopies of any diplomas, certificates or degrees earned.
- Proof of financial responsibility for the operation of motor vehicles.

Please return this application to the Hand County Auditor's Office by 4 p.m. on January 28, 2021. If an insufficient number of applications is received, the application period may be extended. Presently, the month of February will be used for background / reference checks.

The likely candidates / finalists will called for an interview after the applicants are reviewed during the February 2, 2021 commission meeting.