

Hughes County EMPLOYMENT APPLICATION

Rev. 10/03

Instructions: Complete Section One and attach resume and/or complete remainder of application. You must submit a separate application for each job opening. For job information contact the appropriate Hughes County Department or call 773-7477. You may submit your application by mail to **Human Resources, 104 E Capitol Avenue, Pierre, SD 57501**, or fax it to **(605) 773-7347**. You may also submit your application via email to Joshua.Larson@co.hughes.sd.us. It is the applicant's responsibility to maintain an updated and accurate address. **We will not resend or forward returned correspondence. Application must be received within 24 hours of closing date.**

SECTION 1 – REQUIRED INFORMATION

Requisition Number	HCSO	Job Title			
- -	Applicant's Name		Last	First	Middle
Mailing Address					
Street/Avenue, Box, Apartment, Lot, or Trailer		City	State	Zip+4	E-mail Address
Telephone (H)	(W)	Are you under age 18?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you a U.S. citizen or currently authorized to work in the United States on a full-time basis? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Note: Hughes County does not sponsor or assist persons in their efforts to become authorized to work in the United States.					
Have you ever been convicted of or pled guilty or nolo contendere/nolo contest to any felony? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, please explain: _____					
Note: A conviction will not automatically disqualify an applicant. The employer will consider the type and seriousness of the crime, the frequency of violations, the applicant's age at the time of conviction, and the date of conviction or time elapsed since the conviction or completion of any jail sentence in addition to other job-related criteria.					
Have you ever been employed by Hughes County? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Veterans: To receive veteran's preference, you must submit your DD-214. If you are eligible you will automatically receive veteran's preference.					
List place of residence if different from mailing address: _____					
May we contact your current employer regarding your qualifications prior to making an offer of employment to you? <input type="checkbox"/> Yes <input type="checkbox"/> No					
PROFESSIONAL REFERENCES – PLEASE INCLUDE NAME, ADDRESS, AND TELEPHONE NUMBER:					
1. _____					
2. _____					
3. _____					
By submitting this application, you are certifying that the information is true, correct, and complete to the best of your knowledge and belief. A false or misleading statement or intentional omission of relevant information is cause for disciplinary action, including termination of employment.					

SECTION 2 – EDUCATION

If all requested information is included on an attached resume, you do not need to complete this section.

Do you possess a high school diploma or GED? <input type="checkbox"/> Yes <input type="checkbox"/> No	School Name/City/State	_____
Name and Address of Post-Secondary School _____		
Dates Attended _____ to _____	Major _____	Minor _____
Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Type of degree _____	
Name and Address of Post-Secondary School _____		
Dates Attended _____ to _____	Major _____	Minor _____
Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Type of degree _____	
List all relevant licenses, certificates or registrations you possess (include expiration date, license number, and issuing state). Also, identify any other educational experiences that may be relevant to the position for which you are applying.		

SECTION 3 – WORK HISTORY

- If all requested information is included on an attached resume, you do not need to complete this section.
- Begin with your current or most recent position and work backwards; attach additional pages if necessary.
DO NOT skip any employment.
- Include all paid experience; you may include non-paid experience if you feel it may be pertinent to this position..

Job Title _____	Dates: From _____	To _____
Employer _____	City/State _____	
Supervisor's Name/Title _____	Phone _____	
Reason for Leaving _____	Final Salary _____	
Duties performed and knowledge or skills gained from this experience		

Job Title _____	Dates: From _____	To _____
Employer _____	City/State _____	
Supervisor's Name/Title _____	Phone _____	
Reason for Leaving _____	Final Salary _____	
Duties performed and knowledge or skills gained from this experience		

Job Title _____	Dates: From _____	To _____
Employer _____	City/State _____	
Supervisor's Name/Title _____	Phone _____	
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Duties performed and knowledge or skills gained from this experience		

Job Title _____	Dates: From _____	To _____
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Duties performed and knowledge or skills gained from this experience		