

## Hughes County Employment Application

Instructions: Complete Section One and attach resume and / or complete the rest of the application. Applications must be received by the time and date specified as the closing date. If you have any questions, please call 773-7477. Unless otherwise specified, applications should be submitted to the County Manager's Office, 2<sup>nd</sup> floor of the Hughes County Courthouse, 104 E. Capitol Ave., Pierre, SD.

### SECTION 1 – REQUIRED INFORMATION

Requisition Number _____		Job Title _____	
Social Security Number _____		Name _____	
		Last	First Middle
Mailing Address _____			
<small>Street/Avenue, Box, Apartment, Lot, or Trailer</small>		<small>City</small>	<small>State Zip+4</small>
		<small>E-mail Address</small>	
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			
<b>Note:</b> The State of South Dakota 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/no contest to any felony? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please explain: _____			
<b>Note:</b> 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.			
<b>Veterans:</b> To receive veteran's preference, you must submit your DD-214 and current VA disability certification (if applicable). If you are eligible you will automatically receive veteran's preference.			
List place of residence if different from mailing address: _____			
To receive disability preference, you must be certified by a state Rehabilitation Counselor and have a form on file with the Bureau of Personnel.			
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			
<b>PROFESSIONAL REFERENCES – PLEASE INCLUDE NAME, ADDRESS, AND TELEPHONE NUMBER:</b>			
1. _____			
2. _____			
3. _____			
<b>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.</b>			

### 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.
- 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 \_\_\_\_\_

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