

Nicholas Thomas

Gadsden County Clerk of the Circuit Court

10 East Jefferson Street
P.O. Box 1649
Quincy, FL 32353
850-875-8601

Application for Employment

Personal Information

Name (Last name first)				
Present Address	Apt No.	City	State	Zip
Permanent Address	Apt. No.	City	State	Zip
Are you 18 years or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	Phone No.		Alternate Phone No.	

Desired Employment

Position	Date you can start	Salary Desired
Are you employed now? <input type="checkbox"/> Yes <input type="checkbox"/> No	If so, may we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever applied for a position in this office before? <input type="checkbox"/> Yes <input type="checkbox"/> No	Where?	When?
Have you ever worked in this office before? <input type="checkbox"/> Yes <input type="checkbox"/> No	If so, where?	When?
Reason for leaving:		
Who referred you to this office?		

Education

School Level	Name and Location of School	Yrs. Attended	Did you Graduate	Courses Studied
Grammar School				
High School				
College				
Trade, Business, etc.				

General

Subject of Special Study or Research Work
Special Training
Special Skills

Former Employers

List below your former employers, starting with the most recent.

Dates of Employment	Name and Address of Employer		Position	Reason for Leaving
From:				
To:				
Description of Work:				
Supervisor's Name:		Phone No.	May we contact your supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Dates of Employment	Name and Address of Employer		Position	Reason for Leaving
From:				
To:				
Description of Work:				
Supervisor's Name:		Phone No.	May we contact your supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Dates of Employment	Name and Address of Employer		Position	Reason for Leaving
From:				
To:				
Description of Work:				
Supervisor's Name:		Phone No.	May we contact your supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Dates of Employment	Name and Address of Employer		Position	Reason for Leaving
From:				
To:				
Description of Work:				
Supervisor's Name:		Phone No.	May we contact your supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Dates of Employment		Name and Address of Employer		Position	Reason for Leaving
From:					
To:					
Description of Work:					
Supervisor's Name:				Phone No.	May we contact your supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No

REFERENCES

Give the names of three persons you are not related to, whom you have known at least one year.

	Name	Address	Business	Yrs. Acquainted	Phone No.
1					
2					
3					

SERVICE RECORD

Branch of Service:	Date of Discharge:
Duties:	
Present Membership in National Guard or Reserves? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which branch?	

Have you been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, explain. (Will not necessarily exclude you from consideration)

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise and release the office of the Clerk of Circuit Court from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the office has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized representative." **Gadsden Clerk of Court is an equal opportunity employer.**

Date Signature

**DO NOT WRITE ON THIS PAGE
FOR INTERVIEWER'S USE ONLY**

Interviewed by:	Date:
Comments:	

Interviewed by:	Date:
Comments:	

Interviewed by:	Date:
Comments:	

Hire Date:	Department:	Position:	Wages:
Report Date:			
Approved:			