

Harrison County Clerk
229 South 3rd Street
Clarksburg, WV 26301
(304) 624-8675

Application for Employment

PLEASE PRINT ALL
INFORMATION
EXCEPT SIGNATURE

Please return completed application by
mailing it to:
John Spires
Office of the Harrison County Clerk
Attn: Deputy Clerk's Position
229 S. 3rd St., Clarksburg,
West Virginia 26301

OFFICE USE ONLY:

Date received: _____

Reviewed by: _____

PLEASE COMPLETE ALL PAGES

DATE _____

Name _____
Last First Middle Maiden

Present Address _____
Number Street City State Zip

How Long At Current Address? _____ Social Security# XXXXXXXXXXXXX (Do Not Complete)

Contact Telephone Number: _____ Best Time To Contact You: _____

Are you under age 18? _____ YES _____ NO If "YES", can you provide proof of your eligibility to work? _____ YES _____ NO

Are you currently authorized to work in the United States? _____ YES _____ NO. (Proof of eligibility will be required if hired.)

Position Applied For: _____

Employment Desired: ☐ FULL-TIME ONLY ☐ PART-TIME ONLY ☐ FULL- OR PART-TIME

When are you available to start work? _____

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete Address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Graduate / Other				

Have you ever been convicted of a crime? ☐ Yes ☐ No (A conviction record will not necessarily disqualify you from employment, but less than a full and complete response can result in termination.)

For each conviction, please state the nature of the crime, the date of conviction, the jurisdiction in which you were prosecuted, the sentence imposed (including probation), and any additional explanation you wish to provide.

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Do you have a driver's license? ☐ Yes ☐ No

Computer Skills

Typing: ☐ Yes ☐ No

Word Processing: ☐ Yes ☐ No

Other Skills:

Please list two references other than relatives.

Name

Name

Position

Position

Company

Company

Address

Address

Telephone

Telephone

Please use this space to elaborate on any background, experience or qualification that you believe should be considered in evaluating your application for employment. You may include hobbies, volunteer experience and any other activities you believe relevant. Please omit any information that would disclose your race, gender, age, marital status, ethnic origin, any disability, religious or political affiliations.

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MILITARY

Have you ever been in the armed forces?

☐ Yes☐ No

Are you now a member of the National Guard?

☐ Yes☐ No

Specialty _____

Date Entered _____

Discharge Date _____

Employment History

Please list your work experience for the **past seven years** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of Employer	Name of Last Supervisor	Employment Dates	Pay or Salary
Address		From	Start
City, State, Zip Code		To	Final
Phone Number	Your Last Job		
Reason for Leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this location.			

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May we contact your present employer? ☐ Yes ☐ No

DO NOT ANSWER THESE QUESTIONS UNLESS YOU HAVE RECEIVED A JOB DESCRIPTION OF THE POSITION THAT INFORMS YOU ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the essential functions of the job for which you have applied? ☐ Yes ☐ No

A review of the essential functions has been provided to me. ☐ Yes ☐ No

Certification Statement by Applicant (Read this statement before signing)

I hereby certify that all answers and statements given by me on this application are true, complete and correct. I understand that false statements on this application will result in my not being hired, and if I am hired, may be grounds for immediate dismissal. In addition, I am granting the Harrison County Clerk permission to conduct reference inquiries, except where indicated otherwise by me, and further that a Criminal Background Check may be completed once an offer of employment is made to me. I understand that nothing in this application or the interview process is intended to create an employment contract between the County and me.

Date: _____ Signature: _____

Harrison County Clerk is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, religion, age, disability, political belief, veteran's status, sexual orientation, or marital or family status. A TDD for the hearing impaired is located in the Harrison County Commission Office and the telephone number for the TDD is (304) 624-8500. Anyone having questions concerning or needing special accommodations should contact the ADA Coordinator c/o Harrison County Planning Commission at (304) 624-8690.