

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
301 West Main Street, 2nd Floor
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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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. _____ _____ _____			

Name of Employer _____	Name of Last Supervisor _____	Employment Dates	Pay or Salary
Address _____		From _____	Start _____
City, State, Zip Code _____		To _____	Final _____
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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: _____