



**LEE COUNTY COMMISSION**  
 P.O. Box 666 215 S. 9th Street Opelika, AL 36803-0666  
 334-737-3660

# APPLICATION FOR EMPLOYMENT

Please Read Carefully:

Applications are only accepted for open/posted positions.

Conditions of employment are stated at the end of this form. Please read carefully before you sign this application.

You are not required to answer any question(s) you feel may violate federal, state and/or local law or which you feel is not related to the position for which you are applying. However, the applicable areas of the application must be completed in full, *even if attaching a resume*. Be sure to include all of your most recent employers, even if you only worked for them for a short period of time.

We consider applicants for all positions without regard to age, sex, religion, race, color, national origin, creed, marital status, political affiliation or disability.

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

(PLEASE TYPE OR PRINT)

TODAY'S DATE:	AVAILABLE START DATE:	POSITION DESIRED:						
HOURS OF AVAILABILITY:	<b>Day</b>	<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
	<b>AM</b>							
	<b>PM</b>							

Applying for:                      Full time                       Part time                       Temporary

Have you ever filed an application with Lee County before? Yes  No  If yes, give position & date \_\_\_\_\_

**GENERAL INFORMATION**

Name \_\_\_\_\_  
Last                      First                      Middle

Current Mailing Address \_\_\_\_\_  
Street No.                      Street Name                      Lot# or Apt # (if applicable)

\_\_\_\_\_ City                      State                      Zip

Home Telephone \_\_\_\_\_ Alternate Telephone \_\_\_\_\_

Best time to contact you at home is \_\_\_\_\_ : \_\_\_\_\_ AM or \_\_\_\_\_ : \_\_\_\_\_ PM

Email address: \_\_\_\_\_ Desired Salary Range \$ \_\_\_\_\_

*Available positions are posted on the Lee County website at [www.leeco.us](http://www.leeco.us).*

**Please read carefully:**

**EMPLOYMENT HISTORY:** Your application *may not* be considered unless every question in this section is answered. Please provide the correct telephone numbers of past employers. You may include volunteer work and/or military experience.

<b>MOST RECENT EMPLOYER</b>		Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary <input type="checkbox"/>		Are you still working? YES <input type="checkbox"/> NO <input type="checkbox"/>  If YES, may we contact? YES <input type="checkbox"/> NO <input type="checkbox"/>
COMPANY NAME:		DATES EMPLOYED: (Month and Year)		
		FROM:	TO:	
ADDRESS:	JOB TITLE:			
TELEPHONE:	SUPERVISOR:	REASON FOR LEAVING:		
DUTIES & RESPONSIBILITIES:				
<b>SECOND MOST RECENT EMPLOYER</b>		Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary <input type="checkbox"/>		Are you still working? YES <input type="checkbox"/> NO <input type="checkbox"/>  If YES, may we contact? YES <input type="checkbox"/> NO <input type="checkbox"/>
COMPANY NAME:		DATES EMPLOYED: (Month and Year)		
		FROM:	TO:	
ADDRESS:	JOB TITLE:			
TELEPHONE:	SUPERVISOR:	REASON FOR LEAVING:		
DUTIES & RESPONSIBILITIES:				
<b>THIRD MOST RECENT EMPLOYER</b>		Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary <input type="checkbox"/>		Are you still working? YES <input type="checkbox"/> NO <input type="checkbox"/>  If YES, may we contact? YES <input type="checkbox"/> NO <input type="checkbox"/>
COMPANY NAME:		DATES EMPLOYED: (Month and Year)		
		FROM:	TO:	
ADDRESS:	JOB TITLE:			
TELEPHONE:	SUPERVISOR:	REASON FOR LEAVING:		
DUTIES & RESPONSIBILITIES:				
<b>FOURTH MOST RECENT EMPLOYER</b>		Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary <input type="checkbox"/>		Are you still working? YES <input type="checkbox"/> NO <input type="checkbox"/>  If YES, may we contact? YES <input type="checkbox"/> NO <input type="checkbox"/>
COMPANY NAME:		DATES EMPLOYED: (Month and Year)		
		FROM:	TO:	
ADDRESS:	JOB TITLE:			
TELEPHONE:	SUPERVISOR:	REASON FOR LEAVING:		
DUTIES & RESPONSIBILITIES:				

**REFERENCES:** Include only individuals familiar with work ability. Do not include family members.

Name	Address/Telephone	Years known	Relationship
( )			
Name	Address/Telephone	Years known	Relationship
( )			
Name	Address/Telephone	Years known	Relationship
( )			



Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? YES  NO   
*(Proof of identity and eligibility will be required upon employment)*

How Did You Hear About Us?

Advertisement  Employment Agency  Inquiry  Current Employee \_\_\_\_\_  Other \_\_\_\_\_

Have you ever been employed here before? YES  NO  If YES, what department? \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Job Title \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Do you have any relatives employed with this company? YES  NO

If YES, list names, positions: \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO

If YES, please list when, where, nature of the charge: \_\_\_\_\_

*(A conviction record will not necessarily disqualify applicant)*

If you are under 18 years of age, can you provide required proof of your eligibility to work? YES  NO

Are you currently on 'lay off' status and subject to recall? YES  NO

Can you travel if job requires it? YES  NO

**EDUCATION:**

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

If applicable, college level completed: 1 2 3 4 5+ Graduate/Professional 1 2 3 4 5+

Degree(s), License(s), Certification(s) held: \_\_\_\_\_ Course of Study: \_\_\_\_\_

Name of last school attended: \_\_\_\_\_

Other training or trade schools: \_\_\_\_\_

**TRAINING AND SKILLS:**

Computer Software/Programs you can Operate: \_\_\_\_\_

Which Languages other than English do you speak fluently? \_\_\_\_\_

Please list any other job-related training or skills you possess: \_\_\_\_\_

Equipment you can operate:  Typewriter (WPM) \_\_\_\_\_  Adding Machine/Calculator  Multi-line telephone  
 Cash Register  Commercial Equipment 1. \_\_\_\_\_ 2. \_\_\_\_\_

*DO NOT ANSWER THE FOLLOWING QUESTION UNLESS YOU HAVE BEEN INFORMED OF THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING:* Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities involved in the job or occupation for which you are applying for? YES  NO

*Answer the following questions ONLY if the position sought requires the operation of a motor vehicle/heavy equipment:*

Do you have a valid Driver's License? YES  NO  Commercial Driver's License? YES  NO

If YES, Type \_\_\_\_\_ State of Issue \_\_\_\_\_

Any moving violations in past 3 yrs? YES  NO

If YES, please describe: \_\_\_\_\_

**COMMENTS:** Use this space for any additional information you wish to share that may assist us in reviewing your qualifications.  
(You may include any professional, trade, business, or civic activities and offices held; additional qualifications acquired from other experience; any job-related training received in the US military; other jobs, etc.)

\_\_\_\_\_  
\_\_\_\_\_

**IMPORTANT INFORMATION TO APPLICANT**

Federal law prohibits the County from hiring any person unless he/she presents documents which establish identity and eligibility to work in the United States. Therefore, the County will require that each new hire present such documents as a condition of employment.

The use, possession, or being under the influence of illegal drugs or alcohol while on County time is prohibited. Pre-employment drug screens are conducted for Safety Sensitive Positions in accordance with the County's Substance Abuse Policy.

**PRE-EMPLOYMENT STATEMENT**

I certify that all information supplied in this application, and any attached resume, is true and correct. I understand that, because *Lee County Commission* will rely on this application in making its employment decision, any false or misleading information furnished by me regarding this application may result in the rejection of this application or termination if employed by the County.

In consideration of my employment, I agree to conform to the rules and regulations of the County, and further agree that my employment and compensation are at the will of the County and can be terminated at any time at the option of either the County or myself. I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract.

I certify that the above statements have been read by me and that the statements I have made on this application are true and correct.

**X** Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**RELEASE**

I hereby authorize all educational institutions which I have attended, all branches of U.S. military service in which I have served, all of my former employers, all corporations, companies, persons, law enforcement agencies, all credit bureaus, all court systems, and all of their representatives to furnish to the *Lee County Commission* or its representatives any and all information concerning my education, military service, former employment, credit history, and/or criminal convictions. In addition, I hereby agree to hold harmless and to release all of said institutions, services, employers, bureaus, courts, and representatives from any and all claims that I may have, or which may arise against any and/or all of them including *Lee County Commission* and department personnel who are conducting this investigation as a result of their furnishing information to the *Lee County Commission*. I understand this will also apply to any future update reports that may be requested in the event that I am hired with the *Lee County Commission*.

**X** Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THIS APPLICATION IS CURRENT FOR AS LONG AS THE POSITION IN WHICH YOU ARE APPLYING IS OPEN. ONCE THIS POSITION HAS BEEN FILLED, IF YOU WISH FURTHER CONSIDERATION FOR AN OPEN POSITION, IT WILL BE NECESSARY TO SUBMIT A NEW APPLICATION.**