

Education and Training

Do you have a high school diploma, GED or equivalent: Yes No

List colleges, universities, military, trade, business or other schools attended

Name of School	Location of School	Courses of Study (Major)	Credits Completed		Specify Degree or Certificate Earned
			Semester hours	Quarter hours	

Specialized Skills (Skills, Equipment Operated) Please check the following skills you have or write in skills not listed.

Office / Clerical Related			Production / Equipment Operation		
<input type="checkbox"/> Office Machines	<input type="checkbox"/> Spreadsheets	<input type="checkbox"/> Word Processing	<input type="checkbox"/> Truck Driver	<input type="checkbox"/> Mechanic	<input type="checkbox"/> Foreman
<input type="checkbox"/> Computer Literate	<input type="checkbox"/> Accounting Software	<input type="checkbox"/> Admin Support	<input type="checkbox"/> Heavy Equip	<input type="checkbox"/> Production/Assembly	<input type="checkbox"/> Warehouse
<input type="checkbox"/> Cash Handling	<input type="checkbox"/> Customer Service	<input type="checkbox"/> Other	<input type="checkbox"/> Construction	<input type="checkbox"/> Forklift	<input type="checkbox"/> Other

State any additional information you feel may be helpful to us in considering your application.

Driver's License Information

Can you travel if the job requires it? Yes No

Do you have a valid driver's license? Proof may be required. Yes No

License Number: _____ State: _____

Class: A B C Regular S - endorsement

Morgan County Employment History

Are you currently, or have you ever been, employed by Morgan County? Yes No

If so, list all periods of employment: From: _____ To: _____
 Month Year Month Year

Employment History

Instructions: Beginning with your present or most recent job, describe your work experience (paid or volunteer) in chronological order. The information provided on this application form (and any additional employment history which may be attached) will be used to determine if you meet the minimum qualifications for the position. Information must be accurate and complete. **Resumes may be submitted but will not be considered as a substitute for this form.**

Job Title:				Employer:			
Supervisor:				Employer Address:			
Telephone: () -				City/State:			
From:		To:		Starting Salary:			
Month	Year	Month	Year	Ending Salary:			
Average number of hours worked per week:				May we contact this employer: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Duties and Responsibilities:							
Reason for Leaving:							

Job Title:				Employer:			
Supervisor:				Employer Address:			
Telephone: () -				City/State:			
From:		To:		Starting Salary:			
Month	Year	Month	Year	Ending Salary:			
Average number of hours worked per week:				May we contact this employer: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Duties and Responsibilities:							
Reason for Leaving:							

Job Title:				Employer:			
Supervisor:				Employer Address:			
Telephone: () -				City/State:			
From:		To:		Starting Salary:			
Month	Year	Month	Year	Ending Salary:			
Average number of hours worked per week:				May we contact this employer: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Duties and Responsibilities:							
Reason for Leaving:							

Job Title:				Employer:			
Supervisor:				Employer Address:			
Telephone: () -				City/State:			
From:		To:		Starting Salary:			
Month	Year	Month	Year	Ending Salary:			
Average number of hours worked per week:				May we contact this employer: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Duties and Responsibilities:							
Reason for Leaving:							

PERSONAL/PROFESSIONAL REFERENCES

Instructions: List three persons who know you well enough to provide current and past information about you. Do not include relatives or former employers.

<i>Name and Occupation</i>	<i>Telephone Number</i>	<i>Years known</i>
1.		
2.		
3.		
MILITARY SERVICE		
Branch of Service	Relevant Experience/Training:	

Release of Information

My signature affirms that I release from liability any employer, person, agency, organization, or employee supplying information regarding me or my previous employment. I also release Morgan County from liability which may result from making any investigation of information provided in the application materials.

All information on this application is accurate, complete and true to the best of my knowledge. I understand that falsification, misrepresentation or omission of information on my application may result in disqualification of my application, or dismissal from employment if I am employed. I also understand that failure to sign the application form below may disqualify me from employment. I understand, also, that I am required to abide by all rules and regulations of the employer.

I understand that this application is not intended to be a contract of employment. I also understand that if I am employed by Morgan County, my employment is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause.

Signature: _____ Date: _____

Employment with MORGAN COUNTY

Morgan County offers a wide variety of rewarding career opportunities in the following departments:

Accounting/Finance
Ambulance Service
Building Maintenance
Communications
County Assessor
County Attorney's Office
County Clerk & Recorder
County Commissioners
County Sheriff
County Treasurer
Department of Human Services
Emergency Management
Extension Office
Fleet Maintenance
Information Technology
Landfill
Planning and Zoning
Road & Bridge Department

In addition to competitive hourly wages or salary, permanent employees of Morgan County receive excellent benefits, including:

Medical/Vision Insurance
Life Insurance
Retirement
Deferred Compensation
Vacation/Holidays/Sick Leave

HOW TO FIND OUT ABOUT JOB OPPORTUNITIES

Website:

<http://www.co.morgan.co.us/JobOpportunities.html>

Now you may download the job application form in either Adobe pdf or MS Word format. The County web site has current job openings along with the job description, filing deadlines and supplemental information and forms.

Please remember to download or print the job announcement. Most job announcements contain supplemental information requests that must be submitted with the application packet.

Notify Morgan County if you require any necessary accommodations to participate in the employment process. See job announcement of desired position for contact names and telephone numbers.

THE COMMUNITY

Morgan County is a rural county where the towns have always been close-knit and family-oriented. Residents take pride in their pioneer heritage and agricultural history, so expect a hearty welcome.

Morgan County is located approximately 80 miles northeast of Denver on I-76 and covers an area of 36 x 36 miles. Residents appreciate their hometown rural setting while also being minutes away from the Front Range cities, the Rocky Mountains, and Denver International Airport.

As you venture off the beaten tourist track, you'll find a surprising range of activities and entertainment.

Hunting ♦ Fishing ♦ Camping ♦ Wildlife Viewing
Water Sports/Swimming at Our Reservoirs/Lakes
Bird Watching ♦ Archery ♦ Nature Walks
Historical Trails ♦ Scenic Byways ♦ Bicycling
Festivals ♦ Rodeos ♦ Parades
Museums ♦ Libraries ♦ Parks ♦ Playgrounds
Municipal Airports ♦ Skydiving
Golf Courses ♦ Tennis Courts
Volleyball Courts ♦ Swimming Pools
Recreation/Fitness Centers ♦ Skydiving
Disc Golf ♦ Bowling Facilities
In line Hockey Rink ♦ Historic Sites
Stock Car Racing ♦ Antique Shopping
and more!

Morgan County has a population of 29,000 (2005) with 11,600 (2005) centrally located in the county seat of Fort Morgan. For more statistical information, visit www.morgancountyinfo.com.



MORGAN COUNTY

Equal Employment Opportunity Program Data

This EEO data is used for compliance and monitoring purposes only in order to further the principle of Equal Employment Opportunity. Providing this information is **voluntary**. Thank you for your assistance.

[41 (CFR § 60-2.22(4) and 60-2.23(2))]

Social Security Number:				-												Exam Number :										
Birth Date: Month:				Day:			Year:					Gender: Male <input type="checkbox"/>		Female <input type="checkbox"/>												

Following are descriptions of ethnic categories as identified by US Office of Management and Budget circular number A-46. Please select a category that correctly applies to you. (If you identify with more than one category, please select just one; at this time, we are unable to report multiple categories.):

- Black/African American (Not of Hispanic origin) - All persons having origins in any of the black racial groups of Africa.
- Hispanic/Latino - All persons of Mexican, Puerto Rican, Central or South American or other Spanish culture, regardless of race.
- White - All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- Native American (American Indian or Alaskan Native) - All persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community reception.
- Asian/Pacific Islander - All persons having origins in any of the original peoples of the Far East, South Asia, the Indian Subcontinent or the Pacific Islands. This area includes, for example: China, Japan, Korea, the Philippine Islands and Samoa.

Recruitment Survey

We are interested in how you **first** found out about this opportunity. Please indicate below the resource you used. This information is not part of the applicant evaluation procedure and will only help us plan future recruitments.

- Morgan County Web site (www.co.morgan.co.us)
- Other Web site (specify): _____
- The Brush News Tribune
- The Fort Morgan Times
- The Wiggins Courier
- Other Newspaper or Publication (specify): _____
- Job Fair (specify): _____
- Referred by (specify): _____
- School (specify): _____
- Employment Department (specify): _____
- Other (specify): _____