



Logan County Engineer

Scott Coleman, P.E., P.S.
Logan County Engineer

APPLICATION FOR EMPLOYMENT

Equal Opportunity Policy

The Logan County Engineer provides equal employment opportunities to all employees and qualified applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, genetics, protected veteran status, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.

NOTE TO APPLICANT: Please complete this application by typing or printing in ink. The application form must be completed in its entirety and signed to be considered for employment. Incomplete information could disqualify you from further consideration. Resumes will not be accepted in lieu of the application. This application form will become public record upon submission to Logan County.

PERSONAL INFORMATION			
Legal First Name:	MI:	Legal Last Name:	Social Security Number:
Street Address:	City:	State:	Zip:
Phone Number:	Email Address:		
<p>Driver's License Number: _____ State: _____ Expiration Date: _____</p> <p>Do you have a Commercial Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No Type: <input type="checkbox"/> Class A <input type="checkbox"/> Class B</p> <p>Any Endorsements? _____</p> <p>Are you 18 years of age or over? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you legally eligible to work in the U.S? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If you are not a resident of Logan County, are you willing to relocate? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Have you applied with our organization before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list dates: _____</p> <p>Have you been employed by Logan County, the State or another governmental agency before? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please list the department, job title and dates of employment: _____</p> <p>Do any of your relatives or friends work for Logan County? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, name and department: _____</p> <p>Are you willing to submit to a mandatory background check and drug screen? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>			

POSITION AND AVAILABILITY

Position applying for: _____ Date available to start work: _____

Desired Salary: _____ What hours are you available to work: _____

What type of employment do you prefer to work? Full-time Part-time Summer/College SeasonalWhat days are you available to work? Mo Tu We Th Fr Sa Su**POSITION AND AVAILABILITY cont.**Are you willing to work overtime, including weekends and holidays? Yes NoAre you on layoff and subject to recall? Yes NoDo you have any commitments (i.e., second job, school) which might interfere with, or adversely affect employment with our organization? Yes No If yes, Please explain:

REFERAL SOURCEHow did you learn about this job posting? Newspaper Website Facebook Radio Job Fair Indeed Employee (name) _____ Other _____**REFERENCES** List three people not related to you that you have known for at least one year.

First and Last Name	Relationship (e.g., friend, teacher)	Occupation	Years Known	Phone Number

EDUCATION

High School	Name _____ Address _____ Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, do you have a G.E.D? <input type="checkbox"/> Yes <input type="checkbox"/> No
Trade/Voc. School	Name _____ Address _____ Course of Study _____ Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No Degree/Cert: _____

College/University	Name _____ Address _____
	Course of Study _____
	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No Degree/Cert: _____
Other (Specify)	Name _____ Address _____
	Course of Study _____
	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No Degree/Cert: _____

MILITARY EXPERIENCE		
Branch: _____	Rank: _____	Discharge Date: _____
Type of Discharge: _____		Total years in service: _____
Describe your position/skills/duties/qualifications: _____		

APPLICANT: In this section, list all employment history and work experience, including military. Begin with your current employer; enter "none" if unemployed. Use additional paper if necessary. Failure to include all employment may be grounds for disqualification.

EMPLOYMENT HISTORY			
Current Employer:		Start Date:	End Date:
May we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Beginning Salary:	Ending Salary:	Employment Status: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Other
Address (Street, City, State, Zip):		Phone Number:	
Job Title:		Supervisor Name:	
Describe your duties:			
Reason for Leaving:			

Past Employer:		Start Date:	End Date:
May we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Beginning Salary:	Ending Salary:	Employment Status: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Other
Address (Street, City, State, Zip):		Phone Number:	
Job Title:		Supervisor Name:	
Describe your duties:			
Reason for Leaving:			

Past Employer:		Start Date:	End Date:
May we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Beginning Salary:	Ending Salary:	Employment Status: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Other
Address (Street, City, State, Zip):		Phone Number:	
Job Title:		Supervisor Name:	
Describe your duties:			
Reason for Leaving:			

EMPLOYMENT HISTORY cont.			
Past Employer:		Start Date:	End Date:
May we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Beginning Salary:	Ending Salary:	Employment Status: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Other
Address (Street, City, State, Zip):		Phone Number:	
Job Title:		Supervisor Name:	
Describe your duties:			
Reason for Leaving:			

Please explain any gaps in your employment history

SKILLS and QUALIFICATIONS

List any experience with vehicles, machinery, and heavy equipment that you have operated (e.g., dump trucks, tractors, loaders, excavators, graders, chainsaw, pavers, rollers, trenchers, etc.): _____

List any specialized skills or trades (e.g., welding, carpentry, masonry, diesel mechanic, GIS, etc.): _____

SKILLS and QUALIFICATIONS cont.

List any experience with office equipment such as computers, software, copiers, programs, etc. _____

List professional, trade, business, or civil activities and offices held (you may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability, or other protected status): _____

List any licenses, certifications, specialized training and apprenticeships that you currently have or held in the past:

Please state any additional information you feel may be helpful to us in considering your application

Applicant: On page 6 ('Applicant's Certification and Agreement'), please read each statement carefully. If you understand and agree to the contents and conditions, indicate so with your initials in the space provided. If you have any questions regarding these statements, contact our office before initialing the paragraph.

APPLICANT'S CERTIFICATION AND AGREEMENT

1. _____ I understand that neither completing this application nor any other part of my consideration for employment establishes any obligation for the Logan County Engineer to hire me. I understand that my employment may be for no definite time if employed. I understand that employment with the Logan County Engineer is at will. The Logan County Engineer or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of the Logan County Engineer other than the Appointing Authority has the authority to make any assurance to the contrary, except that the Logan County Engineer may do so in writing under specific limited circumstances.
2. _____ I confirm that a copy of the job description for which I am applying was attached to this application for employment. I attest that I read and understand the duties, requirements, working conditions, and physical demands of the job description and certify that I can perform the essential functions of the job for which I have applied, with or without reasonable accommodation.
3. _____ I understand and accept that depending on the department I'm applying for, I may be required to work overtime, weekends, evening hours, or other times as determined by the Logan County Engineer, including being on call.
4. _____ I acknowledge that if selected for employment, my initial and continued employment may be contingent upon the successful completion of any medical examination necessary, including drug, alcohol, or substance abuse testing, to determine whether I can physically perform the position's essential functions with or without reasonable accommodation.
5. _____ I understand that if selected for employment, as a public employee, I am required to demonstrate unwavering integrity and ethical behavior and represent a positive impression of the organization, Engineer, co-workers, the county and elected officials. I acknowledge that this principle applies during work hours or out in the public during personal time. I further understand that I am required to abide by all the rules and regulations of the Logan County Engineer's Office and Appointing Authority.
6. _____ I understand that false statements, omissions, or misleading or incomplete information in my application or interview(s) may disqualify me for further consideration, *withdrawal of an employment offer*, or result in discipline or discharge from employment, regardless of when such information is discovered.
7. _____ I understand that the Logan County Engineer requires high integrity and confidentiality from its employees. I understand that various law enforcement and informational agencies that exchange information and data with the employer require that the employer's staff do not have a record of unlawful activities. I understand and authorize the employer to investigate my background for any illegal and criminal activity, which may also include drug, alcohol, or substance abuse testing.
8. _____ I authorize the Logan County Engineer to contact and obtain work information from employers, schools, and personal references named in this application. I also authorize Logan County to get an abstract of my driver's license or commercial driver's license record so that my qualifications for employment can be reviewed. If hired, I authorize Logan County to continue to obtain this information during my employment with Logan County.

My signature certifies that I have read, understand and agree to each statement above. I also confirm that all the information I furnished in this employment application is true, accurate, and complete to the best of my knowledge. I authorize the investigation of all statements contained in this application.

Signature: _____ Date: _____