



NAVAJO COUNTY

Administration

James G. Jayne • James Menlove • Lois Fleener
County Manager Finance Director Human Resources Director

"Proudly Serving, Continuously Improving"

Dear Applicant:

Please read the following instructions carefully before filling out your application.
ANY APPLICATION NOT PROPERLY COMPLETED OR SUBMITTED BY THE CLOSING DATE, WILL NOT BE ACCEPTED.

1. **A separate application must be submitted for each position for which you wish to be considered. Applications will only be accepted for current openings. Legible photocopies and facsimiles are acceptable.**
2. Answer all questions accurately and completely.
3. Sign and date the application. (electronic signature acceptable)
4. Item #27 Employment History: Do not write "SEE RESUME". A resume is not acceptable in lieu of an application; however, your resume and other materials (i.e., transcripts, certificates, licensure, etc.) may be attached to the completed application form.
5. Navajo County Human Resources must receive the application with attachments no later than 4:30 P.M. on the closing date. If no closing date is indicated, positions are open until filled.
6. All applications are accepted on a tentative basis subject to review of your employment history. If you do not meet the necessary requirements or your work history is not acceptable, you will be considered for employment.
7. To inquire on the status of your application, please call (928) 524-4032 or (928) 524-4033.



****APPLICANT INFORMATION:** Applications will be reviewed and those selected for interview or further testing will be notified by the hiring department in writing or by phone.

To verify the accuracy of all information contained in the application, resume, and/or attachments and any references and employers listed, Navajo County may conduct any or all of the following background checks: criminal history, motor vehicle record check, credit check, reference check, employment verification, degree/license verification, etc.

HUMAN RESOURCES USE ONLY	REFERRED TO:	DATE:	RECEIVED-
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NAVAJO COUNTY EMPLOYMENT APPLICATION

Navajo County is an Equal Opportunity Employer. Selection and employment of applicants is made on the basis of qualifications without regard to race, color, sex, religion, national origin, age, political affiliation, disability or veteran status.

	<p>NAVAJO COUNTY HUMAN RESOURCES P.O. BOX 668 HOLBROOK, AZ 86025 PHONE (928) 524-4033 ~ FAX (928) 524-4041 WEBSITE www.navajocountyaz.gov</p>	
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POSITION FOR WHICH YOU ARE APPLYING:		
Title:	Department:	Salary Expected:

PERSONAL INFORMATION:	
1. Name: _____ (last) (first) (middle)	2. Social Security # : ____ / ____ / ____
3. Present Address: _____ (street) (city) (state/zip) (phone #)	
4. Mailing Address: (If different than above) _____ (street or PO Box) (city) (state/zip)	
5. E-mail Address: _____	

6. Are you at least 18 years of age? Yes No	7. Are you a U. S. Citizen or eligible to work in the U.S? Yes No
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8. Have you ever been convicted of a felony? Yes No	If YES, explain _____ Convictions are evaluated in relation to a position and will not necessarily disqualify employment.
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AVAILABILITY: (Check all that apply)		
9. Type of Appointment you will accept: Regular Temporary ____ Full-Time ____ Part-Time	10. Shift Work: Yes No Day Evening Night Rotating	11. Will you be able to work weekends or on holidays? Yes No

12. Have you been known to previous employers/schools/references by any other name? If YES, please provide name(s):	Yes No
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13. Are you willing to travel if required?	Yes No
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14. Are you presently working or have you previously worked for Navajo County? If YES, give Dates, Title and Department:	Yes No
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15. Where are you willing to work? Please check the location(s) below: A. Winslow B. Holbrook C. Snowflake/Taylor D. Show Low/Pinetop-Lakeside E. Other:

16. Are you in any way related (i.e., blood, marriage, adoption, etc.) to any individual presently employed by Navajo County? Yes No If YES, give name and relationship _____

17. **DRIVERS LICENSE:** Indicate state where issued, class, any endorsements, license number, and expiration date:

18. **OTHER LICENSES:** Indicate type and license, registration or certification number and the state where issued:

19. Have you been discharged or requested to resign or resigned in lieu of termination from any position for misconduct or unsatisfactory service in the last five (5) years? Yes No

EDUCATION/TRAINING:
 20 . Do you have a High School Diploma/GED? Yes No 21. If NO, what is the highest grade completed? _____

22. NAME OF SCHOOL AND LOCATION	CREDIT HOURS COMPLETED	MAJOR	DID YOU GRADUATE?	DEGREE AWARDED
* COLLEGE OR UNIVERSITY			YES <input type="checkbox"/> NO <input type="checkbox"/>	
* COLLEGE OR UNIVERSITY			YES <input type="checkbox"/> NO <input type="checkbox"/>	
* COLLEGE OR UNIVERSITY			YES <input type="checkbox"/> NO <input type="checkbox"/>	
* Business, Vocational, or Technical			YES <input type="checkbox"/> NO <input type="checkbox"/>	
* OTHER			YES <input type="checkbox"/> NO <input type="checkbox"/>	

23. List other training, certification, language proficiency (other than English) or skills you feel are important and relevant to the position for which you are applying.

OFFICE SKILLS:

24. Specify computer equipment and office machines you can operate and years of experience:

25. Specify your experience with computer programs and/or software:

MILITARY SERVICE:

26. Branch of Service _____
 Highest Rank Earned: _____ Date Entered: _____ Date Separated: _____
 Rank at Separation: _____ Duties: _____

27. **EMPLOYMENT HISTORY:** Beginning with your present or most recent position, list your work history for the past ten (10) years. If more than one position has been held with the same employer, list each separately. Even if you submit a resume, you must still complete this section.

Do not indicate "See Resume"

TYPE OF BUSINESS: _____

EMPLOYER: _____ (manufacturing, government, etc.) _____

ADDRESS: _____
(street) (city) (state) (zip)

SUPERVISOR'S NAME/TITLE/PHONE: _____

YOUR TITLE: _____ EMPLOYMENT DATES: FROM _____ TO _____

ENDING SALARY: _____ YR/ HR / WK FULL TIME: PART TIME: HOURS PER WEEK: _____

DUTIES: _____

If you supervised others, show number & title: _____

Reason for leaving: _____

TYPE OF BUSINESS: _____

EMPLOYER: _____ (manufacturing, government, etc.) _____

ADDRESS: _____
(street) (city) (state) (zip)

SUPERVISOR'S NAME/TITLE/PHONE: _____

YOUR TITLE: _____ EMPLOYMENT DATES: FROM _____ TO _____

ENDING SALARY: _____ YR/ HR / WK FULL TIME: PART TIME: HOURS PER WEEK: _____

DUTIES: _____

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Reason for leaving: _____

TYPE OF BUSINESS: _____

EMPLOYER: _____ (manufacturing, government, etc.) _____

ADDRESS: _____
(street) (city) (state) (zip)

SUPERVISOR'S NAME/TITLE/PHONE: _____

YOUR TITLE: _____ EMPLOYMENT DATES: FROM _____ TO _____

ENDING SALARY: _____ YR/ HR / WK FULL TIME: PART TIME: HOURS PER WEEK: _____

DUTIES: _____

If you supervised others, show number & title: _____

Reason for leaving: _____

NAVAJO COUNTY HUMAN RESOURCES

HOW DID YOU LEARN ABOUT THIS POSITION?

- Walk-In
- Bulletin Board
- Radio
- Employee Referral
- Internet
- Another County Announcement
- DES – Job Services
- Other: _____
- Newspaper:
 - Holbrook Tribune
 - Navajo Hopi Observer
 - Navajo Times
 - White Mountain Independent
 - Other: _____

To Be Completed Voluntarily By Applicant

NAVAJO COUNTY HUMAN RESOURCES

Please complete this information for statistical purposes. This form is separated from the application and will not be used to make employment decisions.

SEX: <input type="checkbox"/> Male <input type="checkbox"/> Female	AGE: <input type="checkbox"/> UNDER 18
ETHNIC ORIGIN: <input type="checkbox"/> WHITE <input type="checkbox"/> ASIAN/PACIFIC ISLANDER	<input type="checkbox"/> 19 – 40
<input type="checkbox"/> BLACK <input type="checkbox"/> HISPANIC	<input type="checkbox"/> OVER 40
<input type="checkbox"/> AMERICAN INDIAN/ALASKAN NATIVE	