NAVAJO COUNTY

Administration

James G. Jayne • James Menlove • Kimberly Eavenson
County Manager Finance Director HR 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 not 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.

• 928.524.4000 • Fax: 928.524.4041 • P.O. Box 668 • Holbrook, AZ 86025 •
• www.navajocountyaz.gov •

HUMAN RESOURCES USE ONLY	REFERRED TO:	DATE:	RECEIVED-

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.

NAVAJO COUNTY HUMAN RESOURCES
P.O. BOX 668 HOLBROOK, AZ 86025
PHONE (928) 524-4033~ FAX (928) 524-4041
WEBSITE www.navajocountyaz.gov

POSITION FOR WHICH YOU ARE APPLYING:		
Title:	Department:	Salary Expected:

PERSONAL INFORMATION:

1. Name: _____ 2. Social Security # : ____ / ____ /_____
(last) (first) (middle)

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

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.

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? Yes No
If YES, please provide name(s):

13. Are you willing to travel if required? Yes No

14. Are you presently working or have you previously worked for Navajo County? Yes No
If YES, give Dates, Title and Department:

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 ☐ NO ☐	
* COLLEGE OR UNIVERSITY			YES ☐ NO ☐	
* COLLEGE OR UNIVERSITY			YES ☐ NO ☐	
* Business, Vocational, or Technical			YES ☐ NO ☐	
* OTHER			YES ☐ NO ☐	

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 then 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:_____

_____

_____

_____

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:_____

_____

_____

_____

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:_____

_____

_____

_____

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:_____

_____

_____

_____

If you supervised others, show number & title:_____

Reason for leaving:_____

28. **REFERENCES:** Please list names and addresses of three people, not relatives, who have direct knowledge of your professional experience.

NAME	ADDRESS	TELEPHONE NO./EMAIL	OCCUPATION

29. By signing below, I certify that the facts contained in this application are true and complete. I understand that any misrepresentation, falsification or willful omission shall be sufficient reason for dismissal or refusal of employment. I authorize Navajo County to verify the accuracy of all information contained in this application, resume, and/or attachments and any references and employers listed. I acknowledge that this may be accomplished through the use of the following background checks, which I authorize: criminal history, motor vehicle record check, credit check, reference check, employment verification, degree/license verification, etc. By my signature, I release from liability Navajo County and its agents acting on its behalf for seeking, gathering and using such information as may be allowed by law and all other persons, employers, corporations or organizations for furnishing such information. I recognize that any and all inquiries made by Navajo County shall remain solely the property of Navajo County. I further understand that if I am interviewed or selected as a finalist for a position with Navajo County, my application will be considered "public record" and may be subject to publication.

SIGNATURE:_____ DATE:_____

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: ☐ Male ☐ Female ETHNIC ORIGIN: ☐ WHITE ☐ ASIAN/PACIFIC ISLANDER ☐ BLACK ☐ HISPANIC ☐ AMERICAN INDIAN/ALASKAN NATIVE	AGE: ☐ UNDER 18 ☐ 19 – 40 ☐ OVER 40