

The Boone County Commission is seeking to hire part time employee for records management.

The position is funded through a \$10,000.00 Records Management Grant and the pay will be \$12.00 an hour for 833 hours.

Please send your completed application to:

Boone County Commission
206 Court Street
Madison, WV 25130
ATTN: Pam White

Or email:

pwhite@boonecountywv.net

APPLICATION FOR EMPLOYMENT WITH: _____
(OFFICE OR DEPARTMENT)

POSITION APPLIED FOR _____
(Example: Secretary, Truck Driver, etc.)

NAME: _____
(Please Print) LAST FIRST MIDDLE

ADDRESS: _____

SOCIAL SECURITY # _____
PHONE _____
FAX # _____
E-MAIL _____

Are you a citizen of the United States? Yes _____ No _____
If not, do you have proof of right to work or permanent residence in the U.S.? Yes _____ No _____

Are you under 18? Yes _____ No _____

EDUCATION:

Circle the highest grade completed: 0 1 2 3 4 5 6 7 8 9 10 11 12 Above

SCHOOL	NAME & ADDRESS	DEGREE
High School		
College		
Business or Vocational Schools		
Additional Training		

PROFESSIONAL AND CHARACTER REFERENCES (Other than relatives)

NAME	ADDRESS	PHONE NO.

Have you ever worked for this company under a different name? Yes _____ No _____.
If "yes", please explain:

(OVER)

EMPLOYMENT HISTORY

Describe your longest and most important jobs, including military service. Begin with the most recent one.

Name of Employer	Job Title – Responsibilities – Tasks Performed – Machines Operated
Employer's Address	
Type of Business	
Employment dates From _____ to _____ Wage/salary \$ _____	
Reason for Leaving	

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Employer's Address	
Type of Business	
Employment dates From _____ to _____ Wage/salary \$ _____	
Reason for Leaving	

SUMMARY OF OTHER WORK:

I agree to be tested for a Pre-Employment Drug Screen.

Signature of Applicant

I hereby authorize investigation of all statements contained in this application.

Signature of Applicant

Date