

**EMPLOYMENT APPLICATION  
FOR NOBLE COUNTY CLERK'S OFFICE**

It is Noble County's policy to abide by all Federal and State laws prohibiting employment discrimination solely on the basis of a person's race, color, creed, national origin, religion, age (over 40), sex, marital status, or physical handicap, except where a reasonable, bona fide occupational qualification exists.

**PERSONAL INFORMATION**

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_  
                    Last                      First                      Middle

Address \_\_\_\_\_  
                    Street                                      City                                      State                                      Zip

Mailing Address \_\_\_\_\_  
                    P.O. Box, etc.                                      City                                      State                                      Zip

Evening Phone No. \_\_\_\_\_ Day Phone No. \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Check the following options which you would consider:

Full Time                       Part Time                       Temporary

List any relative working for Noble County

Name \_\_\_\_\_ Department \_\_\_\_\_

Name \_\_\_\_\_ Department \_\_\_\_\_

If you are employed by Noble County, can you submit a birth certificate or other proof of United States citizenship:                       Yes                       No

If you are not a citizen of the United States of America, can you submit verification of your legal right to work permanently in the United States if you are employed by Noble County?                       Yes                       No

Were you previously employed by Noble County?                       Yes                       No

If yes, date(s) of employment with Noble County: \_\_\_\_\_

Have you ever been convicted of a felony or been convicted of a misdemeanor resulting in imprisonment or a fine over \$500 during the last ten years? (Conviction will not necessarily disqualify an applicant.)

Yes       No      If yes, explain: \_\_\_\_\_

\_\_\_\_\_

Do you have the ability to perform the job related functions of the job that you are seeking?

Yes       No      If the answer is no, please describe the accommodations that would enable you to perform the job related functions of the job that you are seeking. \_\_\_\_\_

\_\_\_\_\_

### EDUCATION AND TRAINING

Are you a high school graduate or have you passed a GED test?  Yes       No

List your education or training below.

School Name and Address		Degree/Course of Study	Diploma/Certificate Received

Other Skills or Abilities: Please describe your proficiency/skill/ability that you possess related to the job.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List any machines or equipment that you are qualified and experienced at operating.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## WORK HISTORY

Please list your work experience beginning with your most recent job held.

Name and Address of Employer \_\_\_\_\_  
\_\_\_\_\_

Employer's Phone Number \_\_\_\_\_ Date of Employment \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ May we contact?  Yes  No

Brief Description of Duties \_\_\_\_\_  
\_\_\_\_\_

Full Time  Part Time

Reason for Leaving \_\_\_\_\_

Please list your work experience beginning with your most recent job held.

Name and Address of Employer \_\_\_\_\_  
\_\_\_\_\_

Employer's Phone Number \_\_\_\_\_ Date of Employment \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ May we contact?  Yes  No

Brief Description of Duties \_\_\_\_\_  
\_\_\_\_\_

Full Time  Part Time

Reason for Leaving \_\_\_\_\_

Please list your work experience beginning with your most recent job held.

Name and Address of Employer \_\_\_\_\_  
\_\_\_\_\_

Employer's Phone Number \_\_\_\_\_ Date of Employment \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ May we contact?  Yes  No

Brief Description of Duties \_\_\_\_\_  
\_\_\_\_\_

Full Time  Part Time

Reason for Leaving \_\_\_\_\_

### REFERENCES

Name	Title	Business	Phone Number
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

### DRIVERS

Do you have a valid driver's license for Oklahoma?  Yes  No

If yes, Oklahoma License No. \_\_\_\_\_ License Type \_\_\_\_\_

List any moving violation during the last five years

\_\_\_\_\_  
\_\_\_\_\_

**Applicant's Certification**

Please read carefully before signing. If you have any questions regarding the following statements, please ask for assistance.

I certify that, to the best of my knowledge and belief, the answers given by me to the foregoing questions and the statements made by me in this application are correct and complete. I understand that any false information contained in this application may result in my discharge.

I authorize you to communicate with all my former employers, school officials and persons name as references. I hereby release all employers, schools and individuals from any liability for any damage whatsoever resulting from giving such information.

I understand that as Noble County deems necessary, I may be required to work overtime hours or hours outside a normally defined work day or work week. If employed, I understand and agree that such employment may be terminated at any time for any reason not prohibited by law and without any liability to me for any continuation of salary, wages, or employment related benefits (not required by law).

Date \_\_\_\_\_ Signature \_\_\_\_\_

The completing and submittal of this application to Noble County does not guarantee employment and does not constitute an offer of employment.