



## Davidson County Human Resources

### Department Mission Statement:

The Davidson County Human Resources Department is dedicated to being a strategic partner in helping to fulfill the mission of County Government by ensuring the efficient and effective utilization of human capital.

### Department Objectives:

- To provide a high degree of customer service that is professional, courteous and consistently accurate.
- To do the right thing that serves to promote and foster goodwill, while also being in compliance with County, State, and Federal laws.
- To provide services, systems, plans, and policies that supports the individual and the advancement of the organization.
- To work as a team to get the job done correctly and on time.
- To provide a safe work environment that also promotes wellness and individual accountability for helping achieve desired results, including controlling associated health and insurance costs.

## Davidson County Local Government Application Process and Information

We invite you to consider employment with Davidson County Local Government by [reviewing our job listings on this website](#), utilizing our job-line telephone number (336) 242-2211, [subscribing to our !\[\]\(003082e50e3009141f59bd5df831749f\_img.jpg\) RSS Feed](#), or coming to our department in person. Although we cannot hire all applicants for our openings, all properly completed applications will be given every consideration. We are an Equal Opportunity Employer that strives to employ the best qualified people to serve our citizens. We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or political affiliation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions are based on job-related factors. In reading and completing our application, please be aware that none of the information requested is intended to imply illegal preferences or discrimination based upon non-job related information.

## Please Read and Follow Carefully

- Applications are accepted for current Davidson County job openings only.
- Please type or print application information. Use Black Ink Only.
- Requests for reasonable accommodation with the application and/or interview process should be made to the Human Resources Director.
- Resumes, cover letters, and business references may be submitted with the completed application as supplemental information.
- If additional space is needed to complete any question or information, attach a signed and dated separate page.
- Incomplete applications will not be considered. Applications that are received un-signed, undated, incomplete, illegible, or past the closing date will not be considered.
- A completed (paper) Davidson County Employment Application must be RECEIVED in the Human Resources Department by 5:00 pm on the closing date to be considered for a current opening.
- A completed (on-line) Davidson County Employment Application must be RECEIVED from the website by 11:59:59 pm on the closing date to be considered for a current opening.
- Davidson County does not keep applications on file. You must apply for each vacancy that you want to be considered for. For on-line applications, you may elect to establish your own candidate profile when applying for additional openings.
- Davidson County Local Government is a drug-free workplace to insure employees are safe and fit to perform their assigned job duties. All persons offered employment must have a negative drug test before being employed.

# DAVIDSON COUNTY EMPLOYMENT APPLICATION

(Adobe Acrobat Version) - Please read the following instructions before completing the Adobe Acrobat version of the Davidson County Employment Application.

The Adobe Acrobat version of the Davidson County Employment Application allows you to type your information into the available fields directly from your computer. Once completed, you can print the application for your records and then you can e-mail your application directly to Davidson County Human Resources.

Some fields on the Adobe Acrobat version of the Davidson County Employment Application are required fields. If you do not complete any one of these required fields, the application will prompt you with a message informing you to complete the required field.

On page one (1) of the application, there are five (4) buttons located across the top of the application that will assist you with completing and submitting your application to Davidson County Human Resources.



**Instructions** – Click the instructions button to view these instructions.

**Reset Page** – Click this button to reset all the fields on the page. This button appears on every page and when clicked, will reset all the fields on the page that you are currently on.

**Reset Application** – Click this button to reset all the fields on every page of the application.

**Print Application** – Click this button to print a copy of the application for your records.

 On each page and beside each individual section of the application, you will see a "Reset" button that when clicked will reset the fields of that particular section only.

If you experience technical issues with the Adobe Acrobat version of the Davidson County Employment Application, please feel free to contact Davidson County Human Resources at (336) 242-2210.

Thank you for taking time to read these instructions and for your interest in employment with Davidson County Government.



**APPLICATION FOR EMPLOYMENT**  
**DAVIDSON COUNTY GOVERNMENT**  
 An Equal Opportunity Employer

913 Greensboro Street  
 P.O. Box 1067  
 Lexington, NC 27293-1067  
 (336) 242-2210

For Human Resources Use Only  
 Date Received:

Positions Applied For:

- 1.) Title - \_\_\_\_\_  
 Job # - \_\_\_\_\_
- 2.) Title - \_\_\_\_\_  
 Job # - \_\_\_\_\_
- 3.) Title - \_\_\_\_\_  
 Job # - \_\_\_\_\_

**PERSONAL INFORMATION**

Last Name	First Name	MI	
Address	City		State Zip Code
County	Daytime Phone	Evening Phone	

**EDUCATION**

Education:  
 Check highest grade completed    1   2   3   4   5   6   7   8   9   10   11   12   GED    College   1   2   3   4   Graduate School   1   2   3   4

Detail below your education as indicated above. Under "S/Q Hours," list hours completed and if they were Semester (S) or Quarter (Q).

Schools	Name & Location	Dates Attended From/To (Mo/Yr) Ex. April 2000	Grad? Yes No	Sem Or Qtr Hours Com- pleted	Major and/or Minor	Type Degree Received
High School		From Until	Yes No			
Community/ Tech College		From Until	Yes No			
College / University		From Until	Yes No			
College / University		From Until	Yes No			
Graduate / Professional		From Until	Yes No			
Other educa- tional / Voca- tional / Intern- ship, etc.		From Until	Yes No			

**SKILLS / SPECIAL TRAINING / LICENSES**

List special training programs and seminars completed in the past five years:

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List current fields in which you are currently licensed, registered, or certified. Give dates, registration numbers, and sources of issuance:

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List any office or other special skills you possess (typing wpm, shorthand, business machines, professional equipment, etc.):

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List any foreign languages in which you are fluent:

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List any other special skills which you possess (sign language, CPR, etc.):

**EMPLOYMENT HISTORY**

**PLEASE READ CAREFULLY**

Beginning with your present or most recent job, describe in detail ALL work experiences, using a separate section for each position. List all jobs you have held, including periods of unemployment and military service as well as internships, volunteer and summer work. Use additional "Continuation Sheets" if necessary. Be sure to indicate whether employment was full-time or part-time, state the average number of hours worked per week. Incomplete information will result in disqualification of your application. **DO NOT REFER TO RESUME.**

Employer	Address				
Job Title	Supervisor's Name and Title			Phone	
Date Employed (Mo/Yr)	Starting Salary: \$	Per	May we contact Employer?	Yes	No
Date Separated (Mo/Yr)	Ending Salary: \$	Per			
Full-time	Part-time		If part-time, # hours worked per week:		
# Years # Months	# Years	# Months			
Reason for Leaving/Wanting to Leave:					
Description of Work:					
_____					
_____					
_____					
_____					

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Description of Work:					
_____					
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_____					

**GENERAL INFORMATION (Please answer all questions)**

• Are you a current or former employee of Davidson County Government? If yes, indicate department and dates:	Yes	No
• Are you related by blood or marriage to any person currently employed by Davidson County? If yes, indicate name, department and relationship:	Yes	No
• Have you ever worked or been educated under another name? (Used to verify work experience, education, etc.) If yes, please list:	Yes	No
• Can you submit proof of legal employment authorization and identity?	Yes	No
• Has North Carolina been your state of residency the past five (5) years? If "No," enter state and county of residency prior to relocating to North Carolina:	Yes	No
• Do you have a valid driver's license number? If yes, indicate state of issuance and driver's license number:	Yes	No
• Are you able to meet the attendance requirements for this position?	Yes	No
• Are you capable of performing activities involved in the job for which you have applied with or without reasonable accommodation?	Yes	No
• Have you ever been convicted of any unlawful offenses, other than a minor traffic violation? If yes, please explain fully on a separate sheet. (NOTE: A conviction record will not necessarily exclude you from employment. Factors such as age at the time of offense, rehabilitation efforts, how recent the offense was, nature of the crime and the type of job for which you are applying will be considered.	Yes	No
• Please indicate your referral source: (Employee, Employment Security Commission, JobLink, which newspaper, website, walk-in, etc.)		

**AFFIDAVIT (Please read each statement carefully before signing)**

**I certify** that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

**I understand** that a background check of my driving, criminal, credit, or other records may be conducted before employment. I permit the County to conduct a police and court records investigation of my background if relevant for the job for which I am applying. I also understand that as a condition of my employment, I will be required to furnish documentation verifying my identity and eligibility to work in the United States.

**I authorize** any and all of my current and previous employers, including the U.S. Government or U.S. Military, and other persons, registration and licensing boards, and educational institutions listed on my application, to provide Davidson County Government with any job related information requested. I waive any right to legal claims against a disclosing person, employer, or institution and the prospective employer seeking using this information for hiring purposes. Notwithstanding any provisions of federal or state law, I also waive any right I may have to review confidential material or information received by Davidson County from a person, employer, or institution.

**I understand** that if I am extended an offer of employment, it may be considered upon my successfully passing and completing a pre-employment physical exam. I agree to provide any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

**I understand** I will be required to successfully pass a drug screening examination. I hereby consent to a pre- and/or post employment drug screening as a condition of employment, as required by Davidson County Policy.

**I certify** that if I am a male between the ages of 18 and 26, I am aware of and in compliance with all applicable registration requirements of the Military Selective Service Act.

**I UNDERSTAND THAT THIS APPLICATION OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE A CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE.**

I have read, understand and by my signature consent to these standards.

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Full Name (Please Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_