



<b>Circle Highest Grade Completed</b>						Do you have a high school diploma or GED? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Grade School 1 2 3 4 5 6 7 8		High School 9 10 11 12		College 1 2 3 4		Graduate 1 2 3		Doctorate 4	
	School Name and Location	Dates Attended		Date Graduated	Degree Awarded (BA, MS, Ph.D.)		Credit Hours Earned		
		From	To		List Major/Minor				
<b>Grade School</b>									
<b>High School or G.E.D.</b>									
<b>College or University</b>									
<b>Graduate School</b>									
<b>Other Education (Trade or Business)</b>									
Are you taking courses now? <input type="checkbox"/> Yes <input type="checkbox"/> No		School Name and Location				Course			
List your technical/professional licenses or certificates of training:									
List office machines, factory equipment, vehicles, other machinery you can operate:									
Dates of U.S. Military Service From ___/___/___ To ___/___/___			Branch of Service			Describe primary duties:			
<p><b>Veteran's Preference:</b> An honorably discharged veteran who has served in active duty status in the armed forces of the United States in time of war and who receives a passing mark on an open competitive examination may be granted additional points in determining his or her order of rank on the eligible list. To obtain veteran's preference, an applicant shall have filed proof of military service, proof of disability (if applicable), and receipt of an honorable discharge on or before the date of the examination process. The veteran's preference shall only be given to open-competitive applicants. <b>If you are claiming preference as a veteran or disabled veteran, you must attach a copy of your DD-214 form and your VA disability letter and claim number in order to receive additional points.</b></p>									



**INFORMATION IN THIS AREA WILL NOT BE SEEN BY THE HIRING DEPARTMENT**

Have you ever been convicted of a violation of Federal, State, County or Municipal laws or ordinances (other than minor traffic violations)? Include conviction under court-martial and non-judicial punishment while in U.S. Military Service. A "Yes" reply does not disqualify you. If yes, give date, place, charge and disposition.  Yes  No

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**Employment History:** The information you provide, in addition to education, will be used to determine if you meet the minimum qualifications, and in some cases, placement on the eligible list for the position you are seeking. Provide a complete record including part-time work and volunteer experience and indicate number of hours worked weekly. Indicate date, month and year beginning and ending for each position held and a thorough description of duties performed for each. Start with your current or most recent employer. Attach additional sheets if necessary.

Present Employer/Department Address/Phone Number		Description of your work: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours/Week ____	
Salary	Position Title	Number and type of people supervised	Dates From: __/__/__ To: __/__/__
Supervisor's name and title		Reason for changing employment	May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer/Department Address/Phone Number		Description of your work: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours/Week ____	
Salary	Position Title	Number and type of people supervised	Dates From: __/__/__ To: __/__/__
Supervisor's name and title		Reason for changing employment	
Employer/Department Address/Phone Number		Description of your work: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours/Week ____	
Salary	Position Title	Number and type of people supervised	Dates From: __/__/__ To: __/__/__
Supervisor's name and title		Reason for changing employment	
Employer/Department Address/Phone Number		Description of your work: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours/Week ____	
Salary	Position Title	Number and type of people supervised	Dates From: __/__/__ To: __/__/__
Supervisor's name and title		Reason for changing employment	
Employer/Department Address/Phone Number		Description of your work: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours/Week ____	
Salary	Position Title	Number and type of people supervised	Dates From: __/__/__ To: __/__/__
Supervisor's name and title		Reason for changing employment	

**Additional Employment Information:** State briefly any accomplishments, hobbies, skills, scholastic honors, interests, or experiences you would like noted. Attach additional sheets if necessary.

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**WAIVER**

I hereby certify that the answers given by me to the foregoing questions and the statements made by me are full and true to the best of my knowledge and belief. I understand that any false information, omissions or misrepresentation of facts in this application or any supplements thereto is cause for rejection of my application or discharge at any time during my employment. I understand that if I am hired by New Castle County Government, the County shall require verification of my identity and eligibility for employment in the United States. I understand that I voluntarily authorize my former employers, schools, and persons named herein to give information regarding me. I hereby release said organization from any liability or claim whatsoever for issuing this information. I also permit the County to conduct a background investigation for the position for which I am applying. I understand that as a condition of employment, I will be required to pass the County's pre-employment physical and any further medical/psychological examination(s) required by the County.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

**INFORMATION FOR APPLICANTS**

All personnel activities will be conducted in a manner as to ensure equal opportunity for all and ensure that the workforce is representative of the community which it serves. Such activities will be based solely on individual merit and fitness of applicants and employees related to the specific jobs and without regard to race, color, religion, gender, age, national origin, veteran's status, physical disability, sexual orientation, political affiliation or other non-merit factors, except in those cases where specific age or physical requirements constitute a bona fide occupational qualification necessary to proper and efficient administration.

**HOW TO APPLY:** Applications should be submitted to the Office of Human Resources by the closing date listed on the job announcement. You must submit one application for each position. It is your responsibility to keep your application up to date. An application which is received unsigned, incomplete, or after the closing date specified on the job announcement may be rejected. An applicant who is rejected will be notified by mail of the reason(s).

**EXAMINATION PROCEDURE:** Qualified applicants will be notified within four weeks of the closing date of the job announcement regarding any testing procedures which may be involved in the process. Any part of the announced examination may be eliminated if there is an insufficient number of applicants to justify giving the complete examination.

**ELIGIBLE LISTS:** Applicants who meet all requirements and who are successful in every phase of the examination process are placed on an eligible list. A notice of eligibility does not ensure employment.

**PRE-EMPLOYMENT MEDICAL EXAMINATION:** Applicants tentatively selected for employment must pass a medical examination, where applicable, which will include a drug and alcohol test, administered by a physician designated by New Castle County. Subsequent random drug and alcohol testing is a condition of employment.

**PRE-EMPLOYMENT BACKGROUND INVESTIGATION:** Applicants tentatively selected for employment must pass a background investigation.

**PAY PLAN:** New employees ordinarily start at the minimum rate in the salary range for the position.

**PROBATIONARY PERIOD:** Employees shall serve a probationary period depending on appropriate union contracts or Merit System language before acquiring seniority within a classification.

**BENEFITS:** Employees are hired, promoted, demoted or dismissed solely on the basis of merit and fitness. Benefits for full-time employees consist of vacation and sick leave accrual, medical insurance, holidays, life insurance and a retirement plan.

**NOTICE TO PERSONS WITH DISABILITIES:** Testing arrangements to accommodate persons with disabilities may be made by contacting the Office of Human Resources.

**DIRECT DEPOSIT:** Direct deposit with a financial institution of your choice is mandatory for all new employees.