



JACKSON COUNTY EMPLOYMENT APPLICATION

HUMAN RESOURCES DIRECTOR, 2864 Madison Street, Marianna, FL 32448-4621
www.jacksoncountyhr.org/ PH (850)482-9633 FAX (850)482-9643

INSTRUCTIONS:

You must complete an application to be considered for employment with Jackson County. All applications should be filed directly with the Human Resources Office by mail or in person. To enable the Human Resources Office to process your application quickly and accurately please follow these instructions.

- A. Print in ink or type all information. Avoid abbreviations, if possible.
- B. Complete all items that apply to you. Incomplete applications cannot be processed and you will not be considered for employment.
- C. Keep copies of your completed application for later use. Applications and/or copies of documents will not be returned.
- D. Notify the Human Resources Director if you change your name or address.
- E. In any correspondence with the Human Resources Director you must include your Social Security Number.
- F. In the section on the previous employment, list complete information for each previous position. Start with present or most recent employer. List in order previous employment and any periods of unemployment.
- G. APPLICATIONS MUST BE SIGNED AND DATED. Unsigned applications cannot be processed, and you will not be considered for employment.
- H. We will accept applications only for those positions which have been advertised. Applications will not be kept on-file.

INFORMATION FOR EQUAL EMPLOYMENT

TO ALL APPLICANTS: The following information is requested to aid Jackson County in its commitment to Equal Employment Opportunity. Your application will not be rejected because of your race, color, sex, religion, creed, disability, national origin, political beliefs, or age except as provided by law.

This page will be removed in the Human Resources Office prior to evaluation of application.

Name: _____ Social Security Number: _____

Date of Birth: _____ Sex: _____ Male _____ Female

Do you claim veteran's preference? _____ No _____ Yes, You must attach a Copy of DD214 and PD Form NO. 10/89

RACIAL/ETHNIC DATA:

Please identify yourself in terms of racial/ethnic groups below. (Check only one)

____ HISPANIC: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultural origin, regardless of race.

____ ASIAN OR PACIFIC ISLANDER: All persons having origins in any of the original people of the Far East, Southeast Asia, the Indian Subcontinent or Pacific Islands. This area includes, for example: China, Japan, Korea, the Phillipine Islands, Samoa.

____ AMERICAN INDIAN OR ALASKAN NATIVE: All persons having origins in any of the original people of North America, and who maintain cultural identification through tribal affiliation or community recognition.

____ BLACK: (not of Hispanic Origin): All persons having origins in any of the Black racial groups of Africa.

____ WHITE: (not of Hispanic Origin): All persons having origins in any of the original people of Europe, North Africa, or Middle East.

____ OTHER: (specify) _____

Referred by:

____ Florida State Employment Office

____ County Bulletin Board

____ Other _____

____ Newspaper