

Lake County Property Appraiser Application For Appointment

PLEASE TYPE OR PRINT. It is important that you answer all questions on this application completely and truthfully. Failure to do so may delay consideration for employment or result in loss of employment opportunities. All Applicants will be considered without regard to race, color, sex, religion, age, national origin, handicap, disability or status as a disabled veteran.

PERSONAL INFORMATION

Date: _____ Social Security Number: _____

Name: _____
Last First Middle

Present Address: _____
Street City State

Permanent Address: _____
Street City State

Phone No.: (_____) _____ Are you 18 years of age or older? _____

Non-U.S. Citizen Visa Type: _____ Expiration Date: Mo _____ Day _____ Yr _____

Number of Dependents and Names: _____
 If related to anyone in our employ, state Name and Department: _____ Referred by: _____

EMPLOYMENT DESIRED

Position: _____ Date you can start: _____ Salary Desired: _____

Are you employed now? _____ If so, may we inquire of your present employer? _____

Ever applied to this office before? _____ When: _____

EDUCATION

	Name and Location of School	Years Attended	Did you Graduate? Yes or No	Major Subject or Degree Attained
High School				
College				
Vocational or Business				
Other				

Subjects of Special Study or Research Work: _____

U.S. Military or Naval Service: _____ Rank: _____ Present Membership in National Guard or Reserves: _____

Activities and Organizations (Exclude those the name or character of which may reveal the race, color, religion or national origin of its participants):

FORMER EMPLOYERS (This section must be completed whether or not a resume is attached)

List below last four employers, starting with last one first

Date Employed (Month and Year)	Name and Address	Salary	Job Title/Position	Reason for Leaving
From: To:				
From: To:				
From: To:				
From: To:				

SKILLS

List any special knowledge, skills or abilities (i.e. computer software, equipment or job related concepts) that you possess.

Description:	Proficiency:
Description:	Proficiency:
Description:	Proficiency:
Other:	

DRIVER'S LICENSE

Complete this section ONLY if a driver's license is required for the position as advertised

Issuing State: _____ Type: _____ Expiration Date: _____

List all traffic violations in the past three years: _____

Has your driver's license ever been revoked or suspended? Yes No If "YES", explain: _____

Why do you feel that you are qualified for this position? _____

REFERENCES

Give below the names of three persons not related to you, whom you have known at least one year.

	Name	Address	Business	Years Acquainted
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

Have you ever been convicted of, or pled guilty or no contest to, a crime? Yes No. If yes, please specify below the nature of the offense for which you were charged, the date of your conviction / sentencing, the nature of the penalty imposed, including the dates of any imprisonment, and the city or county and state in which the criminal proceedings occurred.

In case of emergency, notify: _____
Name Address Phone No.

Relationship to you: _____

In consideration of the Lake County Property Appraiser considering me for appointment:

I understand that any false answers or statements made by me on this application or any supplement thereto, or any false statements made to any representative of the Property Appraiser's office during the interview process, will be sufficient grounds for immediate discharge, no matter when discovered.

I understand and agree that if I am hired by the Property Appraiser, my appointment is for no definite period and, regardless of the date of payment of my wages and salary, may be terminated at any time without previous notice or cause. I understand that no supervisor or other representative of the Property Appraiser has the authority to enter into any agreement for appointment for any specified period of time.

I understand that the Property Appraiser may make a thorough investigation of my character, reputation, past employment and medical history. I authorize the giving and receiving of any such information requested by the Property Appraiser (including financial and credit records) and hereby relieve and release all former employers and their agents of any liability for any information they may give to the Property Appraiser. I hereby waive any rights or claims I may have, whether presently fully developed or not, against the Property Appraiser or its agents or deputies arising out of, or resulting from the release, authorized or unauthorized, of, the information received pursuant to or in connection with the Property Appraiser's handling, processing, or investigation of my application with the Property Appraiser's office.

I understand that, if I am appointed by the Property Appraiser's office in the future, some potential employer may contact the Property Appraiser's representatives concerning my work record and my work performance at the Property Appraiser's Office. I hereby consent to and authorize persons employed by the Property Appraiser's Office to divulge any and all information they consider relevant to any person representing themselves to be an employer or potential employer of mine with respect to my work record and/or performance of my job at the Property Appraiser's office. I understand that all written information provided herein is public record and is subject to review upon request.

I agree that if I am appointed by the Property Appraiser, I will be eligible to receive comp time in lieu of the payment of overtime at the discretion of the Property Appraiser.

I agree to a physical examination if requested, including urinalysis for use of illegal drugs or substances, and I understand that failure to meet any job related medical and/or health requirement for the position could prevent my appointment or continued appointment by the Property Appraiser.

I hereby acknowledge that the first ninety (90) days of appointment with the Property Appraiser's Office constitutes a probationary period.

Date: _____ Signature: _____

DO NOT WRITE BELOW THIS LINE

Interviewed by: _____ Date: _____

Remarks: _____

Neatness: _____ Character: _____

Personality: _____ Ability: _____

Hired: For Dept: _____ Position: _____

Will Report: _____ Salary Wages: _____

Approved: 1. _____ 2. _____ 3. _____

Supervisor

Department Head

Property Appraiser