



**LOGAN COUNTY**

*An Equal Opportunity Employer*

# Employment Application

<b>OFFICE USE ONLY:</b>
Received: _____
Forward: _____

**Mailing Address:**  
**Logan County**  
**315 Main Street**  
**Sterling, CO 80751**  
 (970) 522-0888

Thank you for your interest in Logan County. Logan County is an Equal Opportunity Employer, dedicated to a policy of nondiscrimination in employment on any basis, including race, color, age, gender, marital status, political affiliations, religion, national origin, the presence of mental, physical, or sensory disability, sexual orientation, or any other basis prohibited by federal, state, or local law.

### General Instructions

- Carefully read job announcement for desired position.
- Provide all requested information accurately and completely, including responses to supplemental questions and supplemental application form. Type or print legibly in blue or black ink. **Remember to sign and date application.** Failure to do so may disqualify you from employment.
- Notify Logan County if you require any necessary accommodations to participate in the employment process. See job announcement for contact names and telephone numbers.
- Hand-delivered and mailed application packets must be received at the Logan Department advertised by the advertised deadline. Late applications will not be considered.**

### Applicant Information

Position Applied For: <i>(List specific title of job. Applications are accepted for currently posted positions only.)</i>		
Last Name:	First Name:	Middle Initial:
Address:		
City:	State:	Zip Code:
Home Phone: (     )     -	Work Phone: (     )     -	Extension:
Message Phone: : (     )     -	Email Address:	

If hired, can you furnish proof of eligibility to work in the U.S.?      Yes      No  
*(Proof of citizenship or legal immigration status will be required upon employment.)*

Are you 18 years of age or older?      Yes      No  
*(If you are hired, you may be required to submit proof that you are at least 18 years of age.)*

Do you have any relatives employed by Logan County?      Yes      No  
*(If yes, please provide their names and relationship to you.)*

Are you applying for:      Full-time      Part-time      Permanent      Temporary      Seasonal

On what date will you be available to work? \_\_\_\_\_

Are you currently on "lay-off" status?      Yes      No

Are you bilingual?      Yes      No     If yes, in what language(s)? \_\_\_\_\_

## Education and Training

Do you have a high school diploma, GED or equivalent: Yes  No

### List colleges, universities, military, trade, business or other schools attended

Name of School	Location of School	Courses of Study (Major)	Credits Completed		Specify Degree or Certificate Earned
			Semester hours	Quarter hours	

### Specialized Skills (Skills, Equipment Operated) Please check the following skills you have or write in skills not listed.

Office / Clerical Related			Production / Equipment Operation		
<input type="checkbox"/> Office Machines	<input type="checkbox"/> Spreadsheets	<input type="checkbox"/> Word Processing	<input type="checkbox"/> Truck Driver	<input type="checkbox"/> Mechanic	<input type="checkbox"/> Foreman
<input type="checkbox"/> Computer Literate	<input type="checkbox"/> Accounting Software	<input type="checkbox"/> Admin Support	<input type="checkbox"/> Heavy Equip	<input type="checkbox"/> Production/Assembly	<input type="checkbox"/> Warehouse
<input type="checkbox"/> Cash Handling	<input type="checkbox"/> Customer Service	<input type="checkbox"/> Other	<input type="checkbox"/> Construction	<input type="checkbox"/> Forklift	<input type="checkbox"/> Other

State any additional information you feel may be helpful to us in considering your application.

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## Driver's License Information

Can you travel if the job requires it?  Yes  No

Do you have a valid driver's license? Proof may be required.  Yes  No

License Number: \_\_\_\_\_ State: \_\_\_\_\_

Class:  A  B  C  Regular  S - endorsement

## Logan County Employment History

Are you currently, or have you ever been, employed by Logan County? Yes  No

If so, list all periods of employment: From: \_\_\_\_\_ To: \_\_\_\_\_  
 Month Year Month Year

## Employment History

*Instructions:* Beginning with your present or most recent job, describe your work experience (paid or volunteer) in chronological order. The information provided on this application form (and any additional employment history which may be attached) will be used to determine if you meet the minimum qualifications for the position. Information must be accurate and complete. **Resumes may be submitted but will not be considered as a substitute for this form.**

Job Title:			Employer:		
Supervisor:			Employer Address:		
Telephone: (    )    -			City/State:		
From:		To:		Starting Salary:	
Month/Day	Year	Month/Day	Year	Ending Salary:	
Average number of hours worked per week:			May we contact this employer: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Duties and Responsibilities:					
Reason for Leaving:					

Job Title:			Employer:		
Supervisor:			Employer Address:		
Telephone: (    )    -			City/State:		
From:		To:		Starting Salary:	
Month/Day	Year	Month/Day	Year	Ending Salary:	
Average number of hours worked per week:			May we contact this employer: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Duties and Responsibilities:					
Reason for Leaving:					

Job Title:			Employer:		
Supervisor:			Employer Address:		
Telephone: (    )    -			City/State:		
From:		To:		Starting Salary:	
Month/Day	Year	Month/Day	Year	Ending Salary:	
Average number of hours worked per week:			May we contact this employer: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Duties and Responsibilities:					
Reason for Leaving:					

Job Title:			Employer:		
Supervisor:			Employer Address:		
Telephone: (    )    -			City/State:		
From:		To:		Starting Salary:	
Month/Day	Year	Month/Day	Year	Ending Salary:	
Average number of hours worked per week:			May we contact this employer: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Duties and Responsibilities:					
Reason for Leaving:					

## PERSONAL HISTORY

(Answering "yes" to any of the following questions will not automatically bar you from employment.)

Have you been convicted of a Felony Offense (do not include petty offense(s) or minor traffic violation(s))?  Yes  No  
If yes, please give dates and details:

Have you been convicted of a crime involving dishonesty (for example: theft, fraud, insufficient funds check, etc.)?  Yes  No  
If yes, please give dates and details:

Have you been convicted of a serious traffic offense within the last 10 years (for example: DUI, DWAI, reckless driving, speeding more than 20 mph over the posted limit)?  Yes  No  
If yes, please give dates and details:

Have you ever been convicted of a crime of violence (domestic violence, assault, sexual assault, homicide, etc.)?  Yes  No  
If yes, please give dates and details:

## PERSONAL/PROFESSIONAL REFERENCES

*Instructions:* List three persons who know you well enough to provide current and past information about you. Do not include relatives or former employers.

<i>Name and Occupation</i>	<i>Telephone Number</i>	<i>Years known</i>
1.		
2.		
3.		
<b>MILITARY SERVICE</b>		
Branch of Service	Relevant Experience/Training:	

## AFFIDAVIT, CONSENT AND RELEASE 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.

**By signing, I am authorizing Logan County to conduct a criminal background investigation. I also authorize, whether listed or not, a background investigation of my employment history and all statements contained in this application by any person, school, current employer, past employers, and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release all such persons and organizations from any legal liability in making such statements. I understand that I have a right to make a written request within a reasonable time for a complete disclosure of the nature and scope of the investigation.**

I understand that if I am extended an offer of employment it may be conditioned upon the following if required: 1) A physical examination, including DOT drug and alcohol testing requirements, and completion of health questionnaire to certify that I am able to perform the essential functions of the job for which I am applying; 2) I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work; 3) Completing and executing a security bond application if necessary for the job; 4) Providing a current driver's record from the Department of Motor Vehicle if driving is a requirement of the job.

**I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENTS BY MANAGEMENT, OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE AN EXPRESS OR IMPLIED 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 LOGAN COUNTY AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT REASON AND WITH OR WITHOUT NOTICE.**

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

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

Printed Name: \_\_\_\_\_

This application for employment may remain active for six months at the discretion of the Department Head.

# Employment with LOGAN COUNTY

Logan County offers a wide variety of rewarding career opportunities in the following departments:

Attorney  
Building and Grounds Maintenance  
County Assessor  
County Attorney's Office  
County Clerk & Recorder  
County Commissioners  
County Sheriff  
County Treasurer  
Human Services  
Emergency Management  
Fair  
Finance Department  
Extension Office  
Heritage Center  
Human Resources  
Landfill  
Planning and Zoning  
Pest Control District  
Road & Bridge Department  
Veteran's Service Officer  
Visitor's Information Center

In addition to competitive hourly wages or salary, permanent employees of Logan County receive excellent benefits, including:

Medical/Vision Insurance  
Life Insurance  
Retirement  
Deferred Compensation  
Holidays/Paid Time Off (PTO) Leave

## HOW TO FIND OUT ABOUT JOB OPPORTUNITIES

**Website:** <http://www.colorado.gov/logan>

Click on the Job Openings Tab

Now you may download the job application form in either Adobe pdf or MS Word format. The County web site has current job openings along with the job description, filing deadlines and supplemental information and forms.

Please remember to download or print the job announcement. Most job announcements contain supplemental information requests that must be submitted with the application packet.

Notify Logan County if you require any necessary accommodations to participate in the employment process. See job announcement of desired position for contact names and telephone numbers.

## THE COMMUNITY

Logan County is a rural county where the towns have always been close-knit and family-oriented. Residents take pride in their pioneer heritage and agricultural history, so expect a hearty welcome.

Logan County is located approximately 125 miles northeast of Denver on I-76 and covers an area of 1,827 sq. miles. Residents appreciate their hometown rural setting while also being within a couple of hours away from front range cities, the Rocky Mountains, and Denver International Airport.

As you venture off the beaten path, you'll find a surprising range of activities and entertainment.

Hunting ♦ Camping ♦ Wildlife Viewing  
Water Sports/Swimming at  
North Sterling State Park  
Bird Watching ♦ Archery ♦ Nature Walks  
Historical Trails ♦ Scenic Byways ♦ Bicycling  
Concerts ♦ Art Exhibits  
Festivals ♦ Rodeos ♦ Parades  
Museums ♦ Libraries ♦ Parks ♦ Playgrounds  
Municipal Airport  
Golf Courses ♦ Tennis Courts  
Volleyball Courts ♦  
Recreation/Fitness Centers  
Indoor and Outdoor Swimming Pools  
Shooting Sports Complex which includes:  
Archery ♦ Rifle ♦ Pistol ♦ Shotgun ♦ Specialties  
Trap Leagues  
Disc Golf ♦ Bowling Facilities  
Historic Sites  
Antique Shopping  
Local Art District  
and more!

Logan County has a population of 22,709 (2018 est.) with 13,630 (2018 est.) centrally located in the county seat of Sterling.