

Return Application To:
Tricia Slater
Human Resource Office, Room 200
Rio Grande County Courthouse
Del Norte, CO 81132
(719) 657-2744

RIO GRANDE COUNTY Employment Application

For: Case Aide
Job Location: Rio Grande County Department of Social Services

“An Equal Opportunity Organization”

Instructions: Please print, write or type all information clearly. The application must be filled out accurately and completely. Answer all questions. Do not leave an item blank. If an item does not apply, write N/A (not applicable). If you need additional space to answer a question fully, you may use full sheets of paper that are the same size as this page. On each additional page, be sure to include your name and the position title. You may also attach copies of documents or certificates, which support your application. All materials submitted become the property of Rio Grande County and will not be returned. All statements made on this application are subject to verification. Exaggerated, false, or misleading statements may cause for rejection of the application and/or termination of employment.

Name _____
Last Name First Name MI

Today's Date: _____

Home Telephone: _____ Other Telephone: _____

Present Address: _____
Street City State Zip

Mailing Address: _____
Street City State Zip

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 eligibility list for the position you are seeking. Give 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. You may attach a separate sheet for additional information.

Employer:		Description of your work:	
Address:			
Telephone: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time			
Current Salary:	Position Title:	Number and type of people you supervised:	Dates From: To:
Supervisor's name and title:	Reason for changing employment:	May we contact your present employer?	
Employer:		Description of your work:	
Address:			
Telephone: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time			
Salary:	Position Title:	Number and type of people you supervised:	Dates From: To:
Supervisor's name and title:	Reason for changing employment:	May we contact this employer?	
Employer:		Description of your work:	
Address:			
Telephone: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time			
Salary:	Position Title:	Number and type of people you supervised:	Dates From: To:
Supervisor's name and title:	Reason for changing employment:	May we contact this employer?	
Employer:		Description of your work:	
Address:			
Telephone: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time			
Salary:	Position Title:	Number and type of people you supervised:	Dates From: To:
Supervisor's name and title:	Reason for changing employment:	May we contact this employer?	

Employer:		Description of your work:	
Address:			
Telephone:		Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	
Salary:	Position Title:	Number and type of people you supervised:	Dates From: To:
Supervisor's name and title:	Reason for changing employment:	May we contact this employer?	

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

Circle Highest Grade Completed					Do you have a high school equivalency certificate or GED certificate?
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	Ph. D. 4	

	School Name and Location	Dates Attended		Date Graduated	Degree Awarded (BA, MB, PHD)	Credit Hours Earned	Major Subject	Minor Subject
		From	To					
Grade School								
High School Or GED								
College Or University								
Graduate								
Other Education (Trade or Business)								

Are you studying now? _____ If so where? _____ Courses: _____
School and Location

Military Service: Date of Service _____ From _____ To _____ Branch: _____ Type of Discharge: _____	Describe Primary Duties:
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References: List Three (3) personal references who are not relatives or former employers

Name and Occupation	Address	Telephone Number

Qualified applicants will receive consideration for employment without regard to race, religion, color, sex, age, national origin or disability as established by Federal Law and State Law.

<p>Have you ever worked for Rio Grande County?</p> <p>Yes _____ No _____</p>	<p>Lowest Acceptable Salary:</p>
<p>If yes, please give date(s) of employment:</p>	<p>When are you available to begin work, if selected for employment?</p>

<p>Are you related to any employee of or is any member of your household employed by Rio Grande County?</p> <p>Yes _____ No _____</p>	<p>Since your 18th birthday, have you been convicted of any violation of the law other than a minor traffic offense?</p> <p>Yes _____ No _____</p>
<p>If yes, please give person's</p> <p>Name:</p> <p>Relationship to you:</p> <p>County and Department:</p>	<p>Note: A conviction does not automatically mean you cannot be employed by the Association. The nature of the offense, how long ago it occurred, etc. are given consideration.</p> <p>If yes, please give</p> <p>Nature of Offense:</p> <p>Name and location of court:</p> <p>Disposition of case:</p> <p>Date:</p>

The following section of the application lists the essential responsibilities and duties of the Case Aide. For each duty or responsibility, please briefly explain why you feel you are qualified (or not qualified) to accomplish the task. Please include such information as work experience and/or education. Certificates of accomplishment, training, or education may be attached for reference. The job of Case Aide includes, but is not limited to, the following duties and responsibilities:

1. A Case Aide provides supervision between parents and children as required by treatment plans and/or court orders. How would you handle a situation in which the parent wanted to violate the plan?

2. What characteristics do you possess that make you a qualified candidate for this position?

3. How would you prioritize the following situation?

- a. There is a client waiting for you in the lobby.**
- b. The phone is ringing.**
- c. A client has a child care enrollment issue due to a system error.**

4. What training have you had that would help in this position?

5. What do you feel would be your ideal working environment?

6. How would you handle stressful working environments?

7. Case Aides receive confidential information and would have access to highly confidential inter-office data. How would you deal with any individual who may be trying to get you to divulge private and protected information?

Please Read Carefully:

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 fact in this application or any supplements thereto, is cause for rejection of my application or discharge at any time during my contract. I voluntarily authorize my former employers, schools, and persons named herein to give information regarding me. I understand that if I am hired by Rio Grande County, the County shall require verification of my identity and eligibility for employment in the United States. I hereby release said organization from any liability to claim whatsoever for issuing this information. I also permit the Rio Grande County to conduct a police records investigation of my background if required for the position for which I am applying.

I understand that as a condition of employment, I may be required to pass the County's employment physical and any further medical/psychological examinations(s) required by the County or state and federal agencies.

Applicant's Signature

Date

**Rio Grande County
Authorization for Reference Inquiry**

Applicant Name: _____ Date: _____

References to be contacted: (Please include current telephone number):

1. _____
2. _____
3. _____
4. _____

I consent and authorize Rio Grande County Human Resource Department and/or the Hiring Supervisor to conduct a reference check on the above named references, and/or **those listed on page 4 of my Application for Employment with Rio Grande County**. Reference information may include: achievement, performance, attendance, disciplinary information, or reason for separation of employment. It is understood that any information given is to be used solely for the purpose of determining my acceptability for employment. I release former employers, their agents/employees, from any liability for damages or claims which may result from information provided.

Applicant Signature: _____ Date: _____

Signature of Person conducting Reference Inquiry:

_____ Date: _____