

Return Applications To:
Rio Grande County
925 6th St. Room 207
Del Norte, CO. 81132
(719) 657-2744

Rio Grande County Application for Employment

For

Rio Grande County
Emergency Manager

“An Equal Opportunity Employer”

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 be cause for rejection of the application and/or termination of employment.

Name

Last Name

First Name

MI

Today's Date:

Email Address:

Home Telephone:

Other Telephone:

Present Physical 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:		Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	
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:		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?	
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?	
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?	
Employer:		Description of your work:	

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

<p>Have you ever worked for Rio Grande County?</p> <p style="text-align: center;">Yes No</p> <p>If yes, please give date(s) of employment and department:</p>	<p>Lowest Acceptable Salary:</p> <hr/> <p>When are you available to begin work, if selected for employment?</p>
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<p>Are you related to a county employee or is any member of your household employed by Rio Grande County?</p> <p style="text-align: center;">Yes No</p> <p>If yes, please give person's</p> <p>Name:</p> <p>Relationship to you:</p> <p>Employing Department:</p>	<p>Since your 18th birthday, have you been convicted of any violation of the law other than a minor traffic offense?</p> <p style="text-align: center;">Yes No</p> <p>Note: A conviction does not automatically mean you cannot be employed by the county. 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>
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The following section lists some of the essential responsibilities and duties of the Emergency Preparedness Officer. 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 to work experience and/or education. Certificates of accomplishment, training, or education may be attached for reference. If additional space is required for your answers, please complete on a separate sheet with appropriate corresponding question number.

1. As Emergency Manger, you will be required to write policies and procedures. Please describe your experience in writing policies and/or procedures.

2. During an emergency, the Emergency Manager will be required to open an Incident Command Center. Explain your qualifications that would prepare you to direct the various agencies and elected officials to meet these requirements.

3. During an emergency, individuals become stressed and agitated. Please describe how you would handle angry citizens as well as local city, county and state officials in seeking their cooperation and placing you in the “loop” for information and co-working with you in an emergency situation.

4. This position is funded partially by a state grant. Please describe your experience in writing grants and complying with the reporting requirements.

5. This position requires at least a 20 hour week normally and possibly more during a specified emergency. Please describe how you would manage your time since many meetings you will be required to attend will be held in the evening while others may be all-day trainings, etc.?

6. The Emergency Manager is required to maintain and update databases that are operated through various internet sites. Please describe your computer qualifications and knowledge.

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: _____