



## MORGAN COUNTY

An Equal Opportunity Employer

# Employment Application

**OFFICE USE ONLY:**Received: \_\_\_\_\_  
Forward: \_\_\_\_\_

**Mailing Address:**  
Morgan County  
Human Resources  
231 Ensign St., P.O. Box 189  
Fort Morgan, CO 80701  
(970) 542-3537

**Fort Morgan Workforce Center:**  
426 Ensign St.  
Fort Morgan, CO 80701  
(970) 867-9401

<http://www.co.morgan.co.us/JobOpportunities.html>

Thank you for your interest in Morgan County. Morgan County is an Equal Opportunity Employer, dedicated to a policy of nondiscrimination in employment on any basis, including race, color, age, gender, gender identity, political affiliations, religion, national origin, sexual orientation, disability, genetic information, veteran status 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 Morgan 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 Fort Morgan Workforce Center, 426 Ensign St., Fort Morgan, CO 80701, by 4:00 P.M. MST on the closing date.**

### Applicant Information

Position Applied For:

*(List specific title of job. Applications are accepted for currently posted positions only.)*

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 Morgan 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

## Morgan County Employment History

Are you currently, or have you ever been, employed by Morgan 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.		
MILITARY SERVICE		
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 Morgan 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 MORGAN COUNTY AND MY EMLPLOYMENT 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 will remain active for six months.

# Employment with MORGAN COUNTY

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

Accounting/Finance  
Ambulance Service  
Building Maintenance  
Communications  
County Assessor  
County Attorney's Office  
County Clerk & Recorder  
County Commissioners  
County Sheriff  
County Treasurer  
Department of Human Services  
Emergency Management  
Extension Office  
Fleet Maintenance  
Information Technology  
Landfill  
Planning and Zoning  
Road & Bridge Department

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

Medical/Vision Insurance  
Life Insurance  
Retirement  
Deferred Compensation  
Vacation/Holidays/Sick Leave

## HOW TO FIND OUT ABOUT JOB OPPORTUNITIES

### Website:

<http://www.co.morgan.co.us/JobOpportunities.html>

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 Morgan 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

Morgan 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.

Morgan County is located approximately 80 miles northeast of Denver on I-76 and covers an area of 36 x 36 miles. Residents appreciate their hometown rural setting while also being minutes away from the Front Range cities, the Rocky Mountains, and Denver International Airport.

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

Hunting ■ Fishing ■ Camping ■ Wildlife Viewing  
Water Sports/Swimming at Our Reservoirs/Lakes  
Bird Watching ■ Archery ■ Nature Walks  
Historical Trails ■ Scenic Byways ■ Bicycling  
Festivals \* Rodeos \* Parades  
Museums \* Libraries \* Parks \* Playgrounds  
Municipal Airports \* Skydiving  
Golf Courses \* Tennis Courts  
Volleyball Courts \* Swimming Pools  
Recreation/Fitness Centers \* Skydiving  
Disc Golf \* Bowling Facilities  
In line Hockey Rink \* Historic Sites  
Stock Car Racing \* Antique Shopping  
and more!

Morgan County has a population of 28,360 (2015) with 11,329 (2014) centrally located in the county seat of Fort Morgan. For more statistical information, visit [www.morgancountyinfo.com](http://www.morgancountyinfo.com).



# MORGAN COUNTY GOVERNMENT

## Self-Identification Form

Completion of information below is **voluntary**.

Last Name:				First Name:				M.I.:	
Social Security Number:			-			-			

We comply with all applicable laws governing employment practices and do not discriminate on the basis of race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/national guard or any other similarly protected status.

In an effort to comply with requirements regarding government recordkeeping, reporting and other legal obligations, we invite you to complete this form. These legal obligations require that we report annually on the composition of our workforce on Form EEO-1.

Providing this information is voluntary and refusal to provide it will not subject you to adverse treatment. Further, if provided, the information will be kept confidential and used only in accordance with government recordkeeping provisions. It will not be used for employment purposes, and it will be filed separately from your file.

Sex	Race-Ethnic
<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> If not Hispanic or Latino, then <ul style="list-style-type: none"> <li><input type="checkbox"/> White</li> <li><input type="checkbox"/> Black or African American</li> <li><input type="checkbox"/> Native Hawaiian or Other Pacific Islander</li> <li><input type="checkbox"/> Asian</li> <li><input type="checkbox"/> American Indian or Alaska Native</li> <li><input type="checkbox"/> Two or more races</li> </ul>

Black or African American (Not Hispanic or Latino) – A person having origins in any of the black racial groups in Africa.

Asians (Not Hispanic or Latino) – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Island, Thailand, and Vietnam.

Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central America, or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino) – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

American Indians or Alaskan Natives – All persons having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community recognition.

Two or More Races (Not Hispanic or Latino) – All persons who identify with more than one of the above five races.

Veterans Status	
<input type="checkbox"/>	<b>Veteran of the Vietnam era</b> means a person who served on active duty for a period of more than 180 days, any part which occurred in the Republic of Vietnam between February 28, 1961 and May 7, 1975 and who <ol style="list-style-type: none"> <li>(1) was discharged or released therefrom with other than dishonorable discharge, or</li> <li>(2) was discharged or released from active duty for a service-connected disability.</li> </ol>
<input type="checkbox"/>	<b>Other Protected Veteran</b> means a person who served in a war or a campaign or expedition for which a campaign badge, a service medal, or an expeditionary medal has been awarded. This includes a number of military engagements that are listed on the attachment to this form.
<input type="checkbox"/>	<b>Special Disabled Veteran</b> means a person who: <ol style="list-style-type: none"> <li>(1) Is a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Department of Veterans' Affairs for a disability (A) rated at 30 percent or more, or (B) rated at 10 or 20 percent in the case of a veteran who has been determined under Section 38 U.S.C. 3106 to have a serious employment handicap, or</li> <li>(2) Is a person who was discharged or released from active duty because of a service-connected disability.</li> </ol>

**Morgan County Government is an Equal Opportunity Employer**

Dated: \_\_\_\_\_ Signature: \_\_\_\_\_